

PERMANENT EMPLOYMENT OPPORTUNITY

GENERAL MAINTENANCE ATTENDANCE – Ritchie Falls

Salary Range: \$20.40 / Hour (25-35 HOURS/WEEK)

JOB SUMMARY:

The General Maintenance Attendant is a full-time permanent position and is responsible for maintaining the resort and working with all resort personnel to ensure every guest experience meets and exceeds expectations.

Responsibilities will include the maintenance and repair of the physical property and equipment supporting the operation of Ritchie Falls Resort. Daily housekeeping of cabins, common areas and main dining hall may also be required.

The schedule is 8 days on, 6 days off, the 6th day you are required to be on site ready for the next day's work shift as conditions may interrupt with travel and/or other staff departure. Reports to the Operations Manager.

ROLES AND RESPONSIBILITIES:

Routine maintenance tasks as specified including but not limited to:

- Minor maintenance in guest cabins as well other resort areas, repairs and/or installation related to plumbing, heating, electrical, buildings and fixtures, machines, mechanical equipment; washing windows, ceilings and walls; painting structures - interior and exterior, taking garbage to roadside, monitor home septic systems, grass cutting, brushing, plowing driveways.
- Outdoor maintenance which would include shoveling, snow removal, grass cutting, landscaping.
- Maintenance of all tools and equipment / repairing equipment replacing defective parts (lawn mowers, lawn tractors, snowplow).
- Follow equipment safety checklist inspections before each equipment uses, checklist provided by Home and Community Care Assistant.
- Refer requests for major repairs to the Resort Operations Manager.
- Housekeeping Duties: cabins, main dining hall and common areas.
- Administration Duties: inventory, active participation in staff meetings.

TERMS AND CONDITIONS OF EMPLOYMENT:

- Valid driver's license and vehicle for on-the-job use.
- Minimum two years' experience in general maintenance repairs and landscaping.
- Knowledge of basic plumbing, heating, electrical, construction and landscaping repairs and maintenance.
- Current First Aid/CPR, WHMIS – or willing to obtain for position.
- Must successfully pass a Criminal Reference Check and Vulnerable Sector Screening.

COMPENSATION & BENEFITS:

- Meal and Milage Allowance.

QUALIFICATIONS:

- Proven experience in operating chainsaws in a safe and efficient manner.
- Familiarity with basic equipment, maintenance and repair.
- Strong commitment to safety protocols and procedures.
- Ability to work collaboratively in a team-oriented environment.
- Excellent communication skills and a proactive approach to problem-solving.

Qualified candidates are invited to submit their resumé, and three work related References (email addresses & phone numbers) through the Online BambooHR process.

BambooHR Link: <https://sagamokanishnawbek.bamboohr.com/careers/130>

By: Until Filled.

We are an equal opportunity employer and value diversity at our workplace.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.