



**Organization:** Bragg Creek Trails (BCT)

**Position Title: Maintenance Manager**

**Reports to:** Operations Manager

**Term and Hours of Work:** Part-time, Year-round.

Various hours based on 5-25 hours per week including evenings, nights and weekend shifts dependent on operations and volunteer needs.

**Compensation:** From \$30.00 per hour.

**Organization:** BCT is a place where the love of trails and the outdoors can be enjoyed by all, in every season. We build and maintain a multi-user trail network for the enjoyment of all non-motorized trail users in the West Bragg Creek area of Kananaskis Country and the greater Bragg Creek Area. BCT advocates for responsible trail use, community building, volunteerism, and environmental stewardship amongst the outdoor recreation community. We believe that fostering strategic partnerships and actively engaging with trail enthusiasts compliments the organizational strengths that support BCTA's vision and goals.

**Position:** The Maintenance Manager is responsible for oversight of the Maintenance Compound located at the West Bragg Creek Parking Lot in Kananaskis Country and the maintenance and control of the Bragg Creek Trails vehicles and equipment located on-site.

This position requires a team player, with exceptional mechanical knowledge and skill, the ability to operate various equipment including motorbikes, snowcat, snowmobiles, and OHV's, and with a focus on safe working practices. This work involves outdoor weather conditions, and can be physically demanding including lifting, shoveling, and sweeping.

### **Job Responsibilities:**

#### Maintenance

- Evaluate and correct safety issues with all equipment and vehicles.
- Ensure fit for purpose use of equipment and work with Operations team to assess need.
- Prepare equipment for trail crew and grooming team scheduled workdays.
- Review and manage equipment sign in and sign out procedures.
- Conduct maintenance and inspections of vehicles and equipment to ensure safe and efficient operation.
- Coordinate annual inspections including preparation for storage and start of season readiness.
- Ensure vehicles are licensed and insured and have Alberta Forestry and Parks permits.
- Maintain supplies including extra parts foreseeing potential breakdown and maintenance needs.
- Maintain a safe, organized, and efficient space at the maintenance compound.

- Manage access to maintenance compound and limit equipment access to trained team members.
- Ensure adequate supply of fuel and propane for trail centre, maintenance compound and vehicles and equipment.
- Operate equipment ensuring to protect equipment assets including monitoring intended use and speed.
- Such other duties and responsibilities as may be assigned to this position by the Operations Manager.

#### Communications and Customer Service

- Collaborate with Ski Groomers, Single Track Groomers, and Trail Crew team as part of the Operations team.
- Maintain logs and records of maintenance activities, incident reports, equipment needs, etc.
- Update the Operations Manager on equipment status including monthly summary of repairs.
- Review maintenance processes, procedures, and documentation and upgrade as required.
- Ensure compliance with all organization and operations policy and procedure including but not limited to, human resource policy, safety, respectful workplace, compound emergency plan, radio etiquette, etc.
- Research and present recommendations on asset procurement and disposal.
- Attend operational meetings including Health and Safety Committee as required.

#### Safety Compliance:

- Model a culture of the highest safety standards and safety consciousness with the team.
- Identify and mitigate potential hazards before they become an incident.
- Report potential safety hazards immediately to the Safety Representative and Operations Manager.
- Adhere to all safety protocols, policies, and guidelines including Alberta Forestry and Parks rules and regulations.
- Review SOP's and other safety documentation for accuracy and update as required.
- Ensure safety equipment is inspected and refreshed on vehicles and in the Maintenance Compound.
- Work closely with the Safety Representative to ensure compliance with Safety Policy and Procedure.

#### Environmental Stewardship:

- Follow environmentally responsible practices, including minimizing damage to natural habitats and ensuring the proper disposal of waste and materials.

**Skills and Experience:**

- Mechanically capable of troubleshooting machinery breakdowns and servicing repairs.
- Capable of making welding repairs would be considered an asset.
- Experience operating equipment including OHV's, motorcycles, snowmobiles, and their attachments.
- Current VHG Aeronautical Radio Operators License (licencing can be provided).
- Ability to work outdoors in all temperatures and weather.
- Strong leadership skills with good verbal and written communication skills.
- Well-developed time management, project management and organizational skills.
- Ability to work independently and as part of a team.
- Valid Alberta Class 5 Driver's License with no more than 6 demerits points.
- OH&S Training and First Aid Certification would be considered an asset.

**Success:** The measures of success in this role include equipment out of service time, contribution to the team environment amongst the BCT Operations team, and modelling and following of all safety and operational policies of BCT.