



Liard Hot Springs Lodge – Job Posting – Maintenance

TITLE: Maintenance / Gas Jockey
REPORTS TO: General Manager
LOCATION: Liard Hot Springs Lodge, Mile 497 Alaska Highway
TERM: Rotation – 2 weeks on site/ 2 weeks out
EFFECTIVE DATE: ASAP
CLOSING DATE: Until Filled

Summary/Scope

The Maintenance – Grounds Keeper will perform all job duties required to meet the goal of ensuring the best possible care of the buildings and grounds while providing fuel service to the customers. This position will be responsible for performing general building and property maintenance. He/She will maintain HVAC (heating, ventilation and air-conditioning), electrical, plumbing and mechanical systems and equipment. The Maintenance-Grounds Keeper is also responsible for installing, troubleshooting, repairing and maintain equipment in accordance with safety and productive maintenance systems and processes. The Maintenance- Grounds Keeper shall also be responsible for keeping buildings in clean and orderly condition. Duties may include tending to the furnace or generators, performing routine maintenance activities notifying management of need of repairs, and cleaning snow or debris from walkways. The Maintenance – Grounds Keeps shall ensure that the grounds are maintained appropriately.

Core Competencies:

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|-------------------------|------------------------------------|---------------------------------|
| · Problem Solving | · Accountability and Dependability | · Decision Making and Judgement |
| · Operating Equipment | · Ethics and Integrity | · Time Management |
| · Mechanically Inclined | · Planning and Organizing | · Communication |
| · Ability to work alone | · Teamwork | · Dexterity |

Duties & Responsibilities:

- Maintain and secure the Lodge’s equipment, buildings and facilities, to avoid vandalism and/or theft of all property
- Provide general maintenance, including winter preparations and servicing of generators
- Maintain interior/exterior buildings and surrounding grounds to keep Lodge and its property in overall good condition
- Organize and implement a daily maintenance and repair schedule with on-site Manager
- Paint or repair roofs, windows, doors, floors, woodwork, plaster, drywall or other parts of building structures
- Comply and enforce Occupational Health and Safety Standards and practices while conducting any repairs or maintenance on property
- Maintain fire alarms and extinguishers and ensure they are in working order
- Perform regular property inspections of units, common areas, building exteriors and landscape
- Ensure effective management of loss prevention, risk management, security, maintenance, landscaping, snow removal, ventilation, heating, cooling and other daily activities
- Keep accurate records of generators
- Collect and dispose o fall garbage’s and recyclables
- Maintain an inventory of all equipment, tools and machinery
- Clean light fixtures and change light bulbs/tubes



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- Maintain working knowledge of environmental safeguards and alarm systems
 - Responsible for proper inventory of materials and supplies
 - Use a variety of hand and power tools and material handling equipment in performing duties
 - Detect faulty operations, defective material and report those and any unusual situations to proper supervisor
 - Provide friendly service to all customers on the property
 - Perform all other duties as assigned or needed by the On-Site Manager/General Manager

Qualifications:

Minimum Qualifications:

Previous work-related skill, knowledge, or experience with a minimum of two years in the following:

- Repairing and Maintaining Mechanical Equipment – Performing routine servicing and maintenance on equipment and determining when and what kind of maintenance is required
- Familiarity and knowledge of septic systems and plumbing
- Operation Monitoring – watching gauges, dials or other indicators to make sure a machine is working properly
- Troubleshooting – Determining causes of operating errors and advising On-Site Managers
- Mechanical – Knowledge of machine and tools, including their designs, use, repair and maintenance
- Building and Construction – Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures
- Performing General Physical Activities – Performing physical activities that require considerable use of your arms, legs, moving your whole body, such as climbing, lifting, balancing, walking, stooping and handling of materials
- Operating Vehicles, Mechanized Devices, or Equipment – Running, maneuvering or driving vehicles or mechanized equipment
- Customer and Personal Service – Knowledge of principles and processes for providing exceptional customer and personal service
- Valid Class 5 Driver's licence and driver's abstract
- Ability to work independently
- Own Vehicle
- Experience working on-site in remote location

Working Conditions

- Live and work on-site, with other employees, in remote location with limited services
- Repetitive and strenuous work
- Facility operates with diesel generator power, artesian well water service, and septic tank system
- Overtime as required

If you feel you would be a great addition to our team, please submit your resume:

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