



Job Summary

The Campground Maintenance Lead, reporting to the Campground Manager, is responsible for overseeing and performing the maintenance and repair of all campground facilities, grounds, and equipment. This role involves leading a team of campground maintenance staff, ensuring the campground operates efficiently and safely, and maintaining high standards of cleanliness and functionality. The Maintenance Lead will have hands-on technical skills, strong leadership abilities, and a commitment to providing a safe and well-maintained environment for campers and visitors. Hours of work may vary depending on staffing and weather conditions and may include evening and weekends as required.

Key Responsibilities

1. Maintenance Operations

- Conduct regular campground facility inspections and where competent, perform the routine maintenance and repair of campground facilities, including restrooms, showers, picnic areas, marina, and utility systems. (Report to the Campground Manager the results of any inspections and where additional assistance may be needed).
- Safely operate and maintain equipment including, but not limited to, zero turn mowers, walk behind mowers, weed trimmers, light tractors, light trucks, and sprayer equipment, to perform routine landscaping tasks, such as grass mowing & trimming, shrub/tree care, fertilizing, beach care, fire pit cleaning, garbage collection and applying herbicide as required.
- Manage and maintain campground irrigation system, including pump system, irrigation timers, piping network, and sprinklers heads.
- Ensure roads, trails, and parking areas are safe and well-maintained (ie. well graded/floated, fix holes, speed bumps anchored).
- Conduct seasonal tasks, such as preparing the campground for opening and closing, winterizing facilities, and complete campground shutdown.
- Respond to maintenance service requests in a timely and professional manner.

2. Team Leadership

- Supervise, and train assigned staff, delegating tasks and ensuring timely completion.
- Delegate tasks and oversee day-to-day maintenance activities.
- Monitor staff performance (operational and health and safety) and provide feedback to the Campground Manager to ensure quality standards are met.

3. Equipment and Inventory Management

- Safely operate and maintain tools, vehicles, and machinery, ensuring they are in good working condition.
- Manage inventory of supplies, parts, and equipment, ordering replacements as needed.
- Keep accurate records of repairs, maintenance schedules, and inspections to equipment, irrigations systems, facilities and grounds.
- Perform regular inspections, care, and maintenance of District equipment and District vehicles, and report any issues to the District Mechanic.

4. Safety and Compliance

- Adhere to and comply with the District Health and Safety Management systems and all District policies and procedures in effect, and as amended from time to time.
- Ensure all operations are performed in a safe manner and in accordance with the District Health and Safety Management System program and District policies and procedures in effect, and as amended from time to time, as well as applicable laws as set forth by Alberta's Occupational Health and Safety Act, including:
 - participating in Field Level Hazard Assessments, safety tailgate meetings, on-the-job training, safety training seminars, safely operating tools and equipment, and completing work in a safe manner.
- Ensure any required Personal Protective Equipment is on site and worn in accordance with safe job procedures.
- Enforce safety protocols and ensure all maintenance activities comply with local, provincial, and federal regulations.
- Adhere to all District policies and procedures in effect or implemented from time to time, including any amendments thereto, including without limitation the District No Diving Policy, District Contracting Policy, and District Vehicle Policy.
- Identify, report, and address any safety concerns or hazards concerning the public, campground facility and property or staff immediately and inform the Campground Manager to prevent accidents or injuries.
- Assist in emergency response efforts, such as storm damage or utility outages.

5. Collaboration and Communication

- Work closely with the Campground Manager to prioritize and plan maintenance projects.
- Follow the District Contracting Policy if coordinating with contractors and vendors for repairs or services in regard to electrical, plumbing, carpentry, etc.

- Respond to guest concerns or complaints regarding facility conditions in a professional and timely manner.
- Communicate efficiently and effectively with District staff/management and respond to inquiries/issues promptly and professionally.

Job Qualifications

- Proven experience in maintenance, construction, or a related field, with supervisory experience preferred.
- Basic understanding of plumbing, electrical, carpentry, and general repair work.
- Familiarity with landscaping and groundskeeping practices.
- Ability to operate and maintain tools, machinery, and vehicles.
- Strong problem-solving and organizational skills.
- Excellent leadership and communication abilities.
- Ability to work independently and in a team environment.
- In possession of a valid Alberta Class 5 driver's license and clean driver's abstract.
- Physical ability to lift heavy objects (75lbs), work in various weather conditions, and perform physically demanding tasks.
- Intermediate First Aid & Level "C" CPR, WHMIS & TDG an asset.

Pre-Employment Requirements

- Selected candidates will be required to undergo pre-employment background checks, including a Criminal Record Check.
- Selected candidates will be required to provide a Driver's Abstract.
- Successful applications must provide proof of qualifications.

Pre-Employment Alcohol and Drug Test

The District recognizes that the use of alcohol and drugs can adversely impact a safe work environment and the well-being of others, as well as place the District's operations at risk. This position is a safety sensitive position and, as such, any person, including any current employee, who has applied for a safety sensitive position will be required to pass a Drug and Alcohol Test as a pre-condition to employment, being transferred or being temporarily assigned into a safety sensitive position as per the District's Drug and Alcohol Policy.