

## Open to the Public

### Maintenance Lead Supervisor

#### Department of Fisheries, Tourism, Sport and Culture

#### Location – Mark Arendz Ski Park

#### Full-Time Temporary Position (Commencing Immediately for One Year)

The [Department of Fisheries, Tourism, Sport and Culture](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Diversity & Inclusion Policy](#). The Maintenance Lead Supervisor is charged with the responsibility for equipment and facilities along with oversight and implementation of a maintenance plan for Mark Arendz Provincial Park. This encompasses directing the work of ten employees, along with associated equipment and supplies.

#### Duties will include:

- Leads the regular repair and maintenance management of Park equipment and facilities including:
- Parking lot and service roads;
- Alpine and Nordic Lodges, trail preparation, clearing, and upkeep of all trail and ski runs;
- Snowmaking and grooming machinery;
- Preparation, testing and maintenance of the ski lift, pump house and snow guns;
- Signage and fencing installation;
- Hill trimming; and
- Grass, tree, and flower planting and upkeep
- Responsible for the development and implementation of the daily, seasonal, and annual maintenance plan for equipment and facilities for both Alpine and Nordic sites;
- Leads the snowmaking, grooming, and trail scheduling;
- Responsible for ongoing development and management of maintenance and safety procedures;
- Coordinates with the Operations Lead Supervisor in the planning, management and installation of infrastructure projects;
- Liaisons with contractors on all repairs and maintenance of equipment and facilities;
- Responsible for ensuring that the Park operates in an environmentally responsible fashion, adhering to all national and provincial regulations, as well as following industry best practices;
- Ensures all staff are trained on equipment and proper licenses are up to date;
- Identifies and sources new equipment as needed and approved;
- Troubleshoots equipment issues;
- Responsible for snow removal management at both venues;
- Develops and manages budgets and cost control measures;
- Prepares a long-term upgrade financial plan for the Park equipment and facilities, and monitors its implementation;
- Controls the inventory and reordering of supplies and equipment via the tendering process;
- Supervises, coaches and trains maintenance staff which includes onboarding, orientating, training, scheduling, managing, as well as assigning and evaluating work tasks;
- Collaborates with the Operations Lead Supervisor to plan and oversee the preparation and maintenance of the equipment and facilities for all major competitions and events; and
- Other duties as required.

#### Minimum Qualifications:

- Completion of Grade 12 or GED;
- Considerable experience in the supervision of employees;
- Considerable experience in Snow Park operations;
- [Demonstrated equivalencies will be considered.](#)
- Strong organizational skills and time management skills;
- Ability to work independently and with minimal supervision; and
- Valid driver's license.

#### Other Qualifications:

- Basic knowledge of carpentry, electrical, and machinery skills;
- Strong knowledge of inventory management; and
- Strong knowledge of tendering process.

Preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement.

**Please Note:** Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

**Salary Range:** \$30.00 - \$35.70 per hour (Level 14 UPSE)

**Bi-Weekly Hours:** 80.0 hours bi-weekly - days/evenings & weekends as required

**Posting ID:** 160166-1123FTSCTO

**Closing Date:** Monday, December 4, 2023 **5:00pm**

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return application forms to the PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, CIA 7N8. Applications may be sent by fax to (902)368-4383. **DUE TO THE FACT THAT RECEIPT OF APPLICATIONS BY FAX CANNOT BE GUARANTEED, APPLICANTS TRANSMITTING THEIR APPLICATIONS BY FAX MAY WISH TO CONFIRM RECEIPT BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting I.D. number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.jobspei.ca](http://www.jobspei.ca). Forms may also be obtained by contacting any PEI Government Office, ACCESS PEI Centre, Regional Services Centre, or by telephoning 368-4080.