

Lift Operations Manager

REPORTS To: Director of Operations, General Manager, Vice President

PURPOSE OF THE JOB

Main purpose is, but is not limited to, setting and maintaining the standard for quality and quantity of work. Ability to prioritize the workload is another important aspect of this position. Assume the duties and responsibilities of the Director of Operations in his absence. Reports to the Director of Operations, General Manager and the Vice President regarding payroll issues.

DUTIES & RESPONSIBILITIES

- Responsible for all aspects of Lift Operations and Parking Lot Attendants
- Responsible for hiring and training of new and returning lift employees on any upgrades or changes to the lift department
- Assist as necessary in any Resort operations and divisions
- Accept directive from the Director of Operations, assist where and when required
- Be familiar with current Lift Operators Manual and make required revisions
- Responsible for reviewing lift staff time sheet at the end of a pay period
- Responsible for implementing procedures which will maintain a high level of service and minimize labour costs
- Responsible to maintain staff training records as they apply to Lift Operations and Health and Safety Policies
- Responsible to ensure the Daily Lift Logs are properly maintained and filed
- Responsible for completing any reports necessary for any type of Lift incident
- Complete daily schedule for Lift Operations staff and start up schedule
- In the absence of the Director of Operations, assist with the daily schedule for Operations assignments
- Use extreme caution when operating snowmobiles
- Create a motivated workplace
- Health and safety responsibilities and duties are to identify hazards and train employees on such hazards and take every reasonable precaution to prevent hazards
- Wear appropriate clothing for the day and pack a lunch.
- Read and understand company policies and procedures
- Other duties as assigned

Lift Operations Manager

SKILLS & EDUCATIONAL REQUIREMENTS

- Minimum 2 years managerial experience in the ski industry
- Strong communication and problem solving skills
- Effective communication skills
- Safe operation procedures that apply to lift operators,
- TSSA Lift Operating Requirements, Z98-07 or 209-01 and Directors Safety Orders
- Daily scheduling and how to maintain daily labour costs through proper scheduling,
- Knowledge of Ski Industry Policy and Procedures
- Working knowledge of Risk Management

PHYSICAL & TIME REQUIREMENTS

- Day Shift Hours 7:30 am – 5:00 pm
- Night Shift Hours 1:00 pm – 10:00 pm
- Be on call and available, if required, on days off
- Overtime will be required
- Follow lunch, washroom and break procedures as directed

- Work outdoors in extreme adverse weather conditions
- Ability to push/pull
- Physically fit to shovel snow
- Lift up to 40 lbs, assisted lifts with anything over 40 lbs
- Ability to stand for long periods of time outside or sit for long period of times when working inside lift hut
- Stability to walk on uneven surfaces and icy conditions
- Ability to climb ladders and not afraid of heights
- Peripheral vision
- Communicate, converse with and exchange accurate information with fellow crew members and other departments in a polite and professional manner

Employee Signature

Date

Andre Huter

Andre Huter, Director of Operations