



# JOB OPPORTUNITY

## Maintenance Coordinator

Position Type: Full-time, Permanent

Location: Haida Gwaii

### POSITION SUMMARY

Reporting to the Haida Tourism Operations Manager, the Maintenance Coordinator oversees the care and stewardship of Haida Tourism's physical assets, and as needed Haida Wild and Taan Forest. The Maintenance Coordinator implements maintenance schedules and processes for all equipment, tools, plumbing, machinery, and buildings, and understands the Corporate Management System, ensuring that safe work procedures are being trained and followed. This position will provide oversight to the Maintenance Support position, and when needed to outside contractors. The position is located on Haida Gwaii and requires travel on island between sites.

### DUTIES AND RESPONSIBILITIES

- Works with Haida Tourism Operations Manager to ensure that all new and returning staff are trained in safe work procedures and equipment operation.
- Provides day to day hands-on provision of maintenance services as well as oversight and coordination of the activities of staff engaged in repair and maintenance of machines, tools, radios, general equipment, water systems, buildings, and grounds, etc.
- Provides supervision and coordination of the duties of the Maintenance Support position.
- Recommends contracting of services when necessary and oversees contractors, as directed.
- Ensures preventative maintenance for all assets is implemented.
- Works on site at our land-based lodges, Haida House and Ocean House, throughout the year as required to ensure that maintenance programs are running effectively.
- Provides operational support as necessary.
- Other related duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES

- Excellent organizational and communication skills including verbal, written and interpersonal.
- Highly developed problem-solving skills, supervision, and mentoring capacity.
- Intermediate level computer skills using Microsoft Word, Excel, and Outlook, including the ability to create and maintain Excel workbooks, create Excel templates, and organize weekly schedules in Outlook.
- Able to work in fast-paced environment while being flexible and adaptable to change.
- Ability to lift 50 pounds, and able to stoop and bend.
- Valid Class 5 driver's license.

### TRAINING, EDUCATION AND EXPERIENCE

- Red Seal certified journeyman is considered an asset.
- Minimum of 5 years' experience in an equipment maintenance with an equivalent level of responsibility.
- Experience in the tourism industry, specifically Indigenous tourism is considered an asset.

### HOW TO APPLY

Please forward your resume and cover letter to [hr@haico.ca](mailto:hr@haico.ca) with the subject line *Maintenance Coordinator*. Preference will be given to qualified Haida applicants. Only applicants to be interviewed will be contacted.  
**Application Deadline: January 14, 2022 at 4pm.**