

Maintenance Manager

Girl Guides of Canada–Guides du Canada (GGC), a national membership-based organization, empowers every girl in Guiding to discover herself and be everything she wants to be. Our mission is to be a catalyst for girls empowering girls. Together, we're building our vision of A better world, by girls.

GGC is actively searching for a **Maintenance Manager**.

Location: 1570 Jack Rd, Sechelt, BC V7Z 0A1.

About this Opportunity

To ensure in co-operation with the Camp Olave Management Committee (COMC) that Camp Olave is a secure, safe, well-maintained facility enjoying good relations with Guiding members and the local community.

Responsible to:

Camp Olave Management Committee through the Personnel Coordinator of the Camp Olave Management Committee

Qualifications:

- Have awareness of the purpose and the direction of Camp Olave and Vision, Mission and Guiding Principles
- Be reliable, show initiative and ability to work efficiently without supervision
- Have great interpersonal skills
- Provide a Police Record Check to the Girl Guides of Canada every 3 years
- Have knowledge and be able to repair everyday issues with plumbing, electrical, septic systems, appliances, motors (ATV, golf cart, tractor, chain saws, wood splitter, ride-on lawnmower), general carpentry
- Qualifications in a major trade or a Millwright would be an asset

Responsibilities:

- Assist COMC to adhere to the health and safety requirements of Safe Guide, the Province of BC and the municipality of Sechelt, as well as fire and insurance regulations.
- Maintain the buildings and sites to ensure that all facilities and necessary equipment are in good working order and available for incoming campers
- Ensure that the roads and ditches are clear and properly draining for safe vehicle travel to and from all campsites
- Ensure that all identified danger trees are removed. Haul fallen trees from forest to be bucked and then split for firewood
- Complete monthly smoke alarm and carbon monoxide alarm checks
- Ensure that brush and debris are cut back from buildings as instructed by the Fire Marshall
- Cut the grass on all sites and common areas
- Rodent control
- Monitor wildlife
- Turn water on and off (drain pipes) on the outdoor sites in spring and fall
- Keep the Site Managers informed of any maintenance and repairs done on their sites



- Be able to move fallen trees from road, walk through the trails and forest, climb ladders and be able to perform other duties that require some level of fitness
- Responsible for road maintenance – potholes and grading
- Check fuel levels in fuel tanks
- Put out swim lines in April and away in September
- Liaises with contractors and tradespeople who have business at the camp
- Daily inspection of all buildings and sites in the camp to ensure against vandalism, intruders (human & wildlife), fire, flood etcetera.
- Ensure that beach access is clear of debris
- Notify the COMC Personnel Coordinator of any problems pertaining to the environment, such as water frontage, drainage, flooded areas, fallen trees, roadway blockages...

Starting salary: \$2,307.69 bi-weekly

If this sounds like a job tailor-made for you, apply today! Send your cover letter and resume (as one file) to: Simon Bain, Talent Acquisition Specialist at HR@girlguides.ca. Reference to position title in subject line of email.

This position will remain open until filled. Interviews will be conducted on a rolling basis. Submissions without a cover letter will not be considered. Please note that GGC accepts all genders for job applications. We encourage all candidates to apply, even if they do not meet all the job requirements.

GGC is committed to diversity, equity and inclusion. We value a recruitment and selection process that is inclusive and barrier-free, and we encourage applications from people who are racialized,

Indigenous, people from the 2SLGBTQI+ community, people with disabilities

and other equity seeking groups. GGC welcomes girls and women – cisgender and transgender – as well as non-binary people who are comfortable in spaces that focus on and are driven by the experience of girls.

Upon request, Girl Guides of Canada-Guides du Canada will make available accommodations during the recruitment process. Please note we do not require applicants to identify as a person with disability, or to disclose their disability, to request or access accommodation. Accommodation requests should be made in advance to People & Culture at HR@girlguides.ca.

We thank all candidates for their interest. Only those selected for an interview will be contacted.

