

Position: Trails Manager

The Caledonia Nordic Ski Club (CNSC) is seeking a full time Trails Manager. CNSC is a not-for-profit organization of over 2800 members in Prince George, BC and provides recreational and athletic outdoor focused activities to its membership and the public including world event competitions. The Trails Manager works with a team that strives to create a happy environment and atmosphere that promotes 'Sport for Life'.

Responsibilities

As the Trails Manager you are responsible for the trail system at CNSC, which has over 55 km of ski trails and 50 km of single track used in the summer and winter. You report directly to the General Manager, and work with Director of Trails, Trails Committee, and staff to ensure optimal experiences for all.

You will:

Work collaboratively

- Work with the General Manager and Director of Trails to develop the yearly budget plan.
- Collaborate and work with Trails Committee to establish grooming standards, practices, and priorities;
- Work alongside the Trails Director and Trails Committee should revisions to the Grooming or trail-related policies be required.
- Strategize grooming for all trails in order to support high quality and diverse experiences as aligned with Grooming Policy.

Conduct and manage trail grooming, building, and maintenance

- Plan and coordinate all grooming work schedules;
- Provide weekly work schedules to the General Manager;
- Ensure summer trail maintenance such as clearing, re-routing or building, repair, mowing, and brushing are carried out as per CNSC policy;
- Have knowledge and experience managing and operating snow making equipment.
- Expect very early morning or late night hours for grooming to be ready for skiers during the day.

Train staff members

- Oversee the training of all grooming and maintenance staff;
 - Ensure all grooming staff are fully capable of carrying out necessary maintenance checks on equipment;
 - Ensure minor repairs and preventative maintenance on all machines and equipment are carried out in accordance with CNSC policy;



- Ensure all groomers understand the function and operation of all machines and controls;
- Responsible for ensuring the groomers are operating in a safe manner;
- Works with groomers to ensure that all ski trails are groomed and maintained as set in the club policy;

Ensure safe, timely and efficient use and repair of equipment

- Ensures that all work areas are maintained in a safe and efficient manner;
- Ensure sufficient stock of spare or consumable parts for grooming equipment are maintained;
- Reports equipment malfunctions, damage and required repairs to the General Manager;
- Is point of contact and coordinates with heavy duty mechanic for major repairs and maintenance required on equipment;
- Schedules and organizes repairs to minimize equipment downtime;
- Ensures that equipment hours, incidents, damage, equipment malfunctions are recorded in log books in an accurate and timely manner;

Requirements

As the Trails Manager, you will have the following skills:

- Proven leadership that motivates people to give their best;
- Management of a team and set of resources
- Highly organized worker with strong attention to detail;
- Effective planning, delivery, and maintenance of work and resources;
- Operation and maintenance of heavy duty equipment;
- Experienced operation of grooming equipment including snowmobiles, groomers, ATV, tractors, mowers, ginzus, chainsaws, and power tools;
- Knowledge of grooming requirements for user groups and events spanning novice recreational to expert competitive;
- Excellence in customer relations;
- Effective communication within a team;
- Outstanding ability to work collaboratively with management, coworkers and volunteers;
- Ability to learn and work with software.

Compensation

The expected annual salary for this position is \$60,000 CAD for a highly qualified and experienced candidate, but depends on the successful candidate's specific skill set, education, experience, and qualifications.

Candidates are encouraged to send their resumé and cover letter to:

angela@caledonianordic.com

