

THE JEWEL OF  THE ROCKIES

# MORAINÉ LAKE

L O D G E

## **Driver/Maintenance**

**Department:** Maintenance

**Reports to:** General Manager

## **General Description:**

The main responsibilities of our **Truck Driver (Maintenance)** is the operation of a tandem axle water truck (air brakes), as well as, general maintenance in and around **Moraine Lake Lodge** and **Cathedral Mountain Lodge**. The primary function of this position is to transport grey water from our septic system to the wastewater treatment plant in Lake Louise. Other duties include but are not limited to; daily maintenance of generators, pick-up & delivery of incoming & outgoing mail, as well as, weekly communication with fuel supplier as to our diesel needs, pick-up of the morning newspapers and shuttle services for both lodge properties (as required).

## **Essential Duties and Responsibilities:**

### **Van / Truck Operations**

- Operate and maintain the tandem axel tanker truck,
- Complete pre-trip daily inspections, checking the oil and air brakes,
- Update (daily) the pre-trip inspection report book and log book,
- Hauling Grey water to Lake Louise (and/or Cathedral),
- Pick-up and drop off of mail,
- Report the fuel levels of our fuel tank to our diesel supplier and arrange delivery of diesel fuel (weekly task),
- Drop off of bank deposits at our bank in Lake Louise,
- Pick-up of morning newspapers.

### **Septic System & Maintenance Duties**

- Monitor of water levels in septic system,
- Minor maintenance tasks as needed, and
- Follow all procedures as outlined in the Maintenance manual.

### **Team Work & Other Duties**

- Maintain a positive working environment,
- Execute any reasonable business directive from MLL Management,
- Obtain knowledge of Moraine Lake Lodge and Banff National Park information and history. Promote Moraine Lake Lodge and surrounding areas.

### **Safety Responsibilities**

- Take reasonable care to protect your own, co-workers and Guests' health and safety
- Know and follow all Capilano's health and safety policies and procedures
- Ask for further training before taking on any task that you are unsure of or have not been trained on
- Cooperate with the JOHS Committee and any person carrying out Occupational Health and Safety duties
- Use protective clothing, devices and equipment provided and find out what protective equipment is required for each task
- Ensure your ability to work without risk to your health and safety or any other person's safety is not impaired by alcohol, drugs or other causes

- Be alert to hazards and immediately report hazards, defective equipment or concerns to your supervisor

**Core Competencies:**

**Mechanical skills:** Must be mechanically inclined. Must be knowledgeable and feel comfortable in maintaining/operating heavy diesel equipment. Must be diligent with maintenance check lists/routines and follow through on rectifying deficiencies or concerns.

**Guest Service Focus:** Must be 100% guest service oriented and understand the needs of a demanding clientele.

**Work Efficiency:** Must be able to work with a minimal amount of supervision, manage time efficiently and handle multiple tasks/demands.

**Qualifications:**

- Class 3 drivers license with “Q” air endorsement,
- Clean drivers abstract,
- Previous hotel experience an asset,
- CPR and First Aid Certificate an asset, and
- Must have excellent people skills with a positive & upbeat personality.
- Must be 100% guest service oriented, have excellent people skills with a positive & upbeat personality,
- Second language is an asset.

**Working Conditions:**

- Able to work a variety of shifts including evenings, weekends and holidays, to meet the needs of the business,
- While performing the duties of this position, Team Members are required to be on their feet for extended periods of time,
- Ability to work with outside with varying weather conditions (ex. Extreme Heat, Extreme Cold, Rain, Snow),
- Occasionally required to lift and carry up to 45 lbs,
- Occasionally required to lift and climb a step ladder or step stool.