



## WE ARE:

Looking for a skilled **Maintenance Worker** to perform upkeep tasks such as repairs and cleaning. You will be responsible for applying basic fixes to equipment and building systems and ensure facilities and grounds are tidy and functional.

Being reliable with a keen eye for detail is the first step to getting this job. The ideal candidate will have experience and solid technical knowledge. You must also possess manual dexterity and physical stamina.

## DUTIES AND RESPONSIBILITIES:

### *Primary Responsibility:*

Responsible for ensure that all facilities and grounds are maintained in a safe and comfortable manner for our guest and staff by performing routine general maintenance and repairs.

### *Primary Duties:*

To ensure all assigned areas are kept at the highest cleaning standard and all tasks are completed in a professional and timely manner.

This will involve but is not limited to:

- Grounds keeping which will change with the seasons (snow removal, leaves, grass cutting, collecting of trash etc.)
- Prompt reporting of all lost and found items.
- Preparing site for corporate functions and events (lifting, moving, cleaning, etc.)
- Perform preventative maintenance and diagnose mechanical issues and correct them
- Build a working relationship with contractors
- Be security 'Aware'.
- Ensure compliance with fire and emergency procedures.
- Perform other duties as assigned by the Management.

## QUALIFICATIONS AND SKILLS

- Experience and basic knowledge grounds keeping, carpentry work, light plumbing, HVAC and electrical systems
- Ability to read and utilize technical manuals and drawings.
- Experience and knowledge of hand and power tools.
- Chainsaw Operator License.



- Current Working at Heights certificate and other certification and license link to the industry.
- Experience and the ability to operate an ATV, snowmobile, tractor, truck and plow system, riding lawnmower etc.
- Ability to work with minimal supervision, take initiative, as we as a team player.
- Able to work with minimal supervision, as well as be an active a team player.
- Demonstrate the ability to carry out significant amounts of lifting, bending, crouching, gripping and walking repetitively.
- Detail oriented, has the ability to take initiative, with good organizational skills.
- Be able to provide outstanding customer service to all guests.
- Be able to work a flexible schedule, including evenings, weekends, and holidays.
- Able to submit an acceptable Police Record Check.
- Excellent communication and interpersonal skills
- Able to work under pressure.
- Sense of humour.

### COMPENSATION:

Completive wage plus benefits after 3 months.

### LENGTH OF CONTRACT:

3 month probation

Full time/ year around – based on performance

### APPLICATION PROCESS

1. Submit your resume and cover letter to:  
Maria Paterson - Director  
Bark Lake Leadership and Conference Centre  
1551 Bark Lake Dr., Irondale, ON K0M 1X0  
Email: [mpaterson@barklake.com](mailto:mpaterson@barklake.com)
2. Applications will be reviewed by the Director and Maintenance Supervisor. Successful candidates will be invited to interview. Only those selected for an interview will be contacted.

Do YOU have what it takes to join THIS team?

Bark Lake Leadership and Conference Centre is committed to workplace diversity and provides accommodations, whenever possible, to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Bark Lake at 1-888-517-9999 or email [mpaterson@barklake.com](mailto:mpaterson@barklake.com).