
Wapiti Nordic Ski Club

Position Description: **Trail and Facilities Attendant**



Status: **Contract or Employee**

Standard Hours: **Hours are variable by season; 40 hours per week plus overtime during snow season (October – March) reducing to half time in the off season (April - September)**

Reports to: **Club President**

1: ORGANIZATION FUNCTION:

Wapiti Nordic Ski Club (WNSC) is an inclusive and welcoming, not for profit society, that maintains and grooms multi-use and Nordic ski trails for year-round recreation for Club members and the public. The organization is responsible for stewardship of the Recreational Lease that it occupies, and for overseeing the maintenance and repair of Club buildings and equipment assets. The Club's key values are: Health and Wellness, Environmental Stewardship, Growth & Development and Fun.

2: PURPOSE OF JOB:

The most significant responsibility of this job is the preparation of the Nordic ski trail network leading up to, and during the snow season. This individual works independently and also as a member of a grooming team to ensure that the Nordic trails are in the best possible condition to support our member programs and our recreational skier's requirements. This involves operating the Alpina Sherpa snow machines, Skidoo Skandic, John Deere tractor and Kubota utility machine. Grooming is accomplished using the Yellowstone Track Systems ginzu implements and various other implements as conditions dictate.

This position receives direction from the Club President and the volunteer Winter Ski Trails Coordinator.

3: JOB DUTIES AND TASKS:

- a) **Maintain the Nordic trail network for summer use** and prepare the network so that skiing can begin with minimal snowfall: *[approximately 20% of role]*
 - Regularly check the trail network and remove windfall
 - In the spring, move bike program structures from storage and return as summer ends
 - Throughout the off-season mow trails as conditions allow
 - Mow and trim grass vegetation around buildings and key trail access points
 - Empty garbage cans at trail heads
 - Basic cleaning of outhouses and restock paper supplies
 - In the fall, ensure that all areas are mowed and encroaching vegetation cut back
 - Facilitate the collection, splitting and piling of firewood for the coming year
 - Transition utility equipment for seasonal use

Date Reviewed: September 2024

- b) **Maintain the Nordic trail network for winter use** and ensure that the grooming equipment is available for other members of the volunteer grooming and snow removal teams: *[approximately 70% of role]*:
- Pack, comb and track set the trail network as determined by the priorities communicated by the Winter Ski Trails Coordinator
 - Participate with other members of the volunteer grooming team to accomplish this as effectively as possible
 - Regularly communicate grooming updates to appointed volunteer or process
 - Perform routine inspections and maintenance to ensure that equipment is available for use
 - Procure fuel as required
- c) Ensure that the **Steve Cooper Lodge and other buildings** are available for use: *[approximately 10% of role]*
- Perform basic snow removal to facilitate safe access
 - Open the Steve Cooper Lodge and Parking Lot weekdays during snow season
 - Build a fire in the Lodge wood stove upon opening, top it up as appropriate through the day and prior to leaving site
 - Monitor the status and function of key utilities: propane inventory, furnace operation, sump pump operation, holding tank levels
 - Make arrangements for propane deliveries and pump outs at the appropriate times
 - Be available to respond to calls from our Security System Provider should alarm events occur

QUALIFICATIONS STATEMENT

Knowledge, Skills and Experience:

- A solid understanding of cross-country skiing as a sport and recreation activity
- Ability to perform moderate-hard physical labor
- Willingness to work primarily outdoors, including during inclement weather conditions
- Experienced and competent at operating snow machines and small wheeled utility vehicles
- Experienced and / or willing to become competent at packing, combing and track setting Nordic ski trails
- Ability to manage a variety of tasks and set priorities
- Experienced and competent in equipment troubleshooting and able to complete minor repairs and routine maintenance
- Ability to communicate clearly and effectively
- Organized and detail orientated
- Self-motivated, personable, and outgoing
- Proven ability to work alone with minimal supervision
- Able to work as part of a team
- Strong discretionary skills, sound judgment, and high level of professionalism.

Training Matrix:

- Chain Saw Operation
- WHMIS
- Working Alone
- Fire Extinguisher
- SafeSport training
- Other (as reasonably requested by the Board)

JOB DESCRIPTION CERTIFICATION:

I have read this job description and am aware of my responsibilities:

Incumbent's Signature Name (print) Date

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

Supervisor's Signature Name (print) Date
