



Risk Management Supervisor



JOB TITLE:	Risk Management Supervisor
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Reports to:	Operations Manager
Wage range:	\$18.00-22.00/ hour depending on certification/experience
Status:	Seasonal up to 44 hours /week
Last Revision Date:	08/20/19

Job Competition Closes September 16 2019

Job Summary

Reporting to the Operations Manager, the Risk Management Supervisor will supervise the snow patrol department, assist in risk mitigation for staff and guests, coordinate the waiver program, work with staff to ensure adherence to the occupational health and safety program including policies and procedures, and assist with creating a safe outdoor environment for both staff and guests to enjoy.

Duties & Responsibilities

1. Work to ensure the health, safety and wellbeing of guests and staff by ensuring compliance with the health and safety program and all applicable legislation.
2. Supervise and schedule snow patrol staff
3. Participate in the ongoing development of the emergency procedures and other components of the health and safety programs
4. Manage training for patrol and other staff as needed
5. Mark hazards, fences and other obstacles appropriately based on standards, traffic requirements and needs.
6. Manage first aid supply inventory for guest and staff usage
7. Attend joint occupational health and safety meetings
8. Oversee incident investigations
9. Monitor and report trail and weather conditions and advise on lift/run closures
10. Act as first responder as required in emergency situations
11. Supervise guest care during first aid calls
12. Provide ongoing communication between shifts, with supervisors and with staff. Ensure all methods of communication are correct and updated regularly

13. Escalate any safety concerns to Operations Manager
14. Participate in search and rescue activities and take leadership role if required
15. Issue warnings to and/or revoke passes from reckless or irresponsible guests as necessary.
16. Maintain required records, reports and documentation necessary as part of the due diligence process.
17. Assist in WCB claims for ski area staff
18. Create daily tool box meeting agendas and offer ideas for discussion topics for staff safety
19. Promote safe skiing/snowboarding and work practices for staff
20. Promote safe skiing/snowboarding for guests
21. Adhere to all policies, procedures and standards set by Pass Powderkeg manuals, training and employment standards.
22. Ensure compliance with industry standard waiver and liability program.
23. Other duties as required by the Operations Manager required for the operation of a ski hill (see special requirements below)

Knowledge, Abilities and Skills

1. Previous ski patrol experience is a requirement
2. Extensive toboggan experience is a requirement
3. Expert skiing or snowboarding ability required
4. Attention to detail

Qualifications

The following certifications/experience is mandatory:

1. OFA 3 or other 80 hour first aid course
2. Toboggan experience
3. Expert skiing/snowboarding skills
4. Ski Resort Operations Risk Management Course
5. Training in Occupational Health and Safety

The following certifications are an asset

1. Instructor certifications - CASI, CSIA
2. Coaching Certifications - CFSA, CSCF
3. Guiding certifications
 - a. Interpretive Guides Assoc, Outdoor Council Canada Etc.
4. CAA Operations Level 1 or higher
5. Post-secondary education in tourism, outdoor recreation, ski resort management/operations, or health and safety would be an asset.
6. Parkscapers terrain park training.

Independence and Scope of Impact

The work will be supervised by the Operations Manager. Some tasks will be performed alone while others done in a team environment. The incumbent must exercise good judgement in the implementation of procedure. The incumbent's decisions have an impact on the long term operations of the ski area. The position will also require work with the Municipality's Health and Safety Officer. The work affects the image of Pass Powderkeg and the Municipality.

Working Conditions

1. Must be able to work flexible hours, including evening or night shifts
2. Must be about to perform manual labour and physical work and be on your feet for the duration of the shift.
3. Must be physically capable of operating and maintaining equipment
4. This role will be exposed to extreme weather conditions (snow, wind, cold) in isolated areas.
5. This role will be split with a mix of indoor and outdoor work.

Special Requirements

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned.

Please email resume and cover letter to:
info@passpowderkeg.com prior to 5PM September 16 2019.
Questions regarding the role can be sent to: info@passpowderkeg.com