



Job Description

Department: 14 Lift Maintenance
Position Title: **230-180 Lift Maintenance Supervisor**
Reports to: Lift Maintenance Manager
VP Mountain Operations
GM/COO

Position Summary:

The Lift Maintenance Supervisor is a year-round, outdoor position responsible for assisting the Manager in overseeing the monitoring, repair, maintenance and upgrades of Monarch's chair and surface lifts in accordance with all regulatory requirements, and keeping the Manager apprised of any issues that may have an impact on lift operations. Having a mechanical aptitude and an insurable driving record is vital. The essential functions of this position includes:

1. Be an effective leader within the guidelines of department and company policies, procedures and values, in fulfillment of Monarch's mission statement to "provide our guests with a quality, personalized mountain experience."
2. Ensure all forms, tracking, verifications and necessary documenting are executed and accurately completed in a timely manner. This includes, though not limited to requests, training, payroll, time-keeping, fiscal responsibilities, disciplinary actions...etc.
3. Assist in the hiring of department A-Team employees.
4. Schedule department staff for efficient coverage of department functions.
5. Perform initial and ongoing training of departmental staff.
6. Provide timely employee feedback, and contribute to producing qualitative performance reviews of department A-Team staff.
7. Be aware of and assist in staying within budgetary constraints for the current season; offer input for next season's budget proposal.
8. Offer input for departmental capital requests.
9. Work in conjunction with other departments as part of the Monarch team.
10. Assist in the development and maintenance of training materials, manuals, job descriptions and any other documents necessary for the overall success of the department.
11. Prepare and assist personnel in the event of an emergency.
12. Identify and train personnel for opportunities within the department for the purpose of retaining valuable and interested employees, and the filling of key positions in the event of a departure.
13. Provide professional solutions and courteous assistance in problem solving for both guests and employees.
14. Monitor and maintain the inventory and condition of department supplies, properties and facilities.
15. Assist in ensuring all lifts are functioning according to appropriate Local, State, Federal or USFS requirements; maintain accurate and current records for regulatory agencies.
16. Assist in the oversight and performance of lift maintenance as per required daily, weekly and monthly maintenance schedules; assure that they are being done correctly and on time.
17. Advise the Lift Maintenance Manager of adverse weather conditions or in unsafe mechanical situations impacting the lift operations.
18. Oversee the constant monitoring of all lifts to ensure they are functioning smoothly and in compliance with regulatory requirements.
19. Other duties as assigned.

Other Functions:

1. Perform the duties of Lift Attendant, Operator or Lift Mechanic when necessary.

Qualifications: To perform this job successfully, an individual must be able to perform each essential function listed in this description satisfactorily, with or without a reasonable accommodation. The requirements listed below are representative of the abilities, education and physical demands required to perform the essential functions of this position.

Requirements Relating to Knowledge, Skills & Abilities:

1. Ability to maintain a good attitude, set a positive example and work well with guests and employees.
2. Ability to speak clearly and pleasantly, and communicate in the English language.
3. Must be available by phone when off-duty.
4. Ability to train others and give direction in a non-condescending manner.
5. Aware of surroundings and the ability to identify and respond quickly to situational needs.
6. Good English reading and writing communication skills.
7. Good computer and website navigation skills to include Microsoft Office, PowderPlace.com and SkiMonarch.com.
8. Ability to recognize and maintain confidentiality of sensitive materials and situations.

Requirements Related to Education, Certifications & Experience:

1. High school diploma or GED.
2. Colorado driver's license and good, Company insurable driving record.
3. Minimum 3 years of lift mechanic experience.
4. NDT certification.

Requirements Related to Working Conditions & Physical Demands:

1. Requires working at high elevation (up to 12,000'), and with some exposure to adverse weather conditions, such as severe cold, heavy snowfall, strong winds and intense sun.
2. Requires the ability to work any day of the week, Saturday through Friday and holidays, as scheduled, and additional time if workload or circumstances require it.
3. Must be available by phone, or able to respond to a call from your supervisor within a reasonable timeframe, while on or off duty.
4. Must be able to stop, turn, change directions suddenly, adapt to uneven, varying intermediate terrain, and move in both directions on skis or snowboard carrying up to 25 lbs.
5. Job requires stretching, bending, reaching, grasping, and routinely lifting moderate to heavy (90 lbs) loads.
6. Requires good balance, climbing, ability to work from a tower ladder and other places high above the ground.
7. Requires standing and walking on uneven, slippery surfaces; pushing and pulling up to 90 lbs.
8. Requires driving, to include on uneven, dirt or snow-covered terrain, and on a snowmobile.