

POSITION:	SUMMIT LAKE SKI AREA: CHIEF OF OPERATIONS
REPORTS TO:	Board of Directors
DUTIES:	<ul style="list-style-type: none"> • Ensure compliance of all hill operations with government and industry protocols • Manage staffing, fuel, utility and other costs to align with approved budget • Approve staff schedule, enforce code of conduct, and monitor staff performance • Provide ongoing staff training (operations, safety, emergency situation procedures) • Ensure safety of hill and machinery • Conduct and document inspections of work areas, safety equipment, and machinery on a regular schedule • Ensure documentation of inspections, maintenance, and repairs is completed and submitted to Board • Attend Winter board meetings with report when requested • Ensure budget is implemented efficiently, provide reports of budget credit and debits, and submit overtime requests to Board • Communicate with board, community, guests, and other stakeholders
QUALIFICATIONS/ REQUIREMENTS:	<ul style="list-style-type: none"> • OFA Level 1 • Experience scheduling staff and adhering to a budget
WAGE:	Minimum wage x 1.5
JOB LOCATION:	Summit Lake Ski Area
TERM OF POSITION:	Full time: Wednesday – Sunday; Mid-December to Mid-March