



Position Overview

The Maintenance Lead is a hands-on, team-focused role that supports the day-to-day maintenance and operations of Brightsand Lake Regional Park. This position works closely with the Maintenance Supervisor and Operations team to help ensure park facilities, grounds, and equipment are well maintained, safe, and welcoming for all visitors.

The Maintenance Lead is not a supervisory or management role. Instead, this position is intended for a reliable, experienced individual who leads by example, supports teammates, and helps coordinate daily tasks while continuing to work directly alongside the maintenance team. The role includes shadowing and mentorship opportunities to support future growth and succession planning for the right candidate.

Key Responsibilities

Reporting Relationship

- Reports directly to the Maintenance Supervisor
- Works collaboratively with the Park Operations Manager, and Operations Attendants

General Duties

- Assist with the day-to-day maintenance and upkeep of park facilities, grounds, and infrastructure
- Support established maintenance procedures and daily work priorities as directed by the Maintenance Supervisor
- Help coordinate daily tasks and activities in a collaborative, team-first manner
- Carry out operational activities in accordance with Saskatchewan Regional Parks guidelines
- Assist with basic administrative tasks related to maintenance operations, such as documentation and reporting
- Support a clean, safe, and well-maintained park environment

Team Support & Leadership

- Lead by example through a strong work ethic, professionalism, and positive attitude
- Provide informal guidance and support to Operations Attendants as needed
- Assist with onboarding and training of new maintenance staff under the direction of the Maintenance Supervisor and Park Operations Manager
- Promote teamwork, respect, and clear communication within the maintenance team
- Support continuous improvement by identifying opportunities to improve efficiency or safety

Operations & Maintenance Support

- Assist with grounds maintenance including mowing, trimming, landscaping, and general campsite and cabin upkeep
- Support maintenance and minor repairs of park buildings, amenities, and infrastructure
- Safely operate and maintain small equipment, tools, and light-duty vehicles
- Assist with garbage collection, firewood preparation, and general cleanliness of public areas, such as all bathrooms and shower and laundry facilities
- Monitor Park conditions and report concerns or hazards to the Maintenance Supervisor
- Support seasonal projects and special initiatives as assigned

Safety & Compliance

- Follow all park policies, bylaws, and safety procedures
- Support compliance with Occupational Health & Safety legislation and Saskatchewan Regional Parks requirements
- Help identify and report unsafe conditions or hazards to ensure the safety of staff and patrons
- Assist with maintaining a safe work environment for employees, contractors, and visitors

Communication

- Maintain open, respectful communication with the Maintenance Supervisor, Park Operations Manager, and Park Board Authority members
- Interact professionally with park patrons and respond to general inquiries when required
- Communicate maintenance-related concerns, observations, or suggestions in a timely manner to Maintenance Supervisor



Qualifications and Skills

- Experience in maintenance, groundskeeping, facilities, or a related field
- Mechanical aptitude and experience with small equipment and light-duty vehicles
- Strong teamwork and communication skills
- Ability to follow direction while taking initiative when appropriate
- Positive, solution-focused attitude
- Ability to work outdoors in varying weather conditions
- Physically able to perform manual labour tasks
- Basic computer skills (e.g., email, digital forms) considered an asset

Employment Details

- Seasonal position (approximately April 1 to September 30 – dependant on weather)
- Wage: Based on experience and qualifications
- Hours of work may be up to 40 hrs per week and may vary to include weekends and holidays, so flexibility is required
- Payroll is processed on a semi-monthly basis
- Vacation pay is issued in accordance with Saskatchewan Employment Standards
- Brightsand Lake Regional Park may support approved training opportunities relevant to park operations, subject to documentation and operational needs

Termination of Employment

Brightsand Lake Regional Park Authority reserves the right to terminate employment with documented evidence of unsatisfactory performance, failure to follow direction, or misuse of authority as outlined in this job description.

Progressive discipline will generally follow these steps:

1. Verbal discussion outlining performance concerns, with documented record
2. Written notice outlining required improvement and expectations
3. Termination of employment, with corresponding documentation

Nothing in this section limits the Park's right to act immediately in cases of serious misconduct or safety concerns.