

## **Maintenance Supervisor**

Keltic Lodge is a historic resort located in the heart of the magnificent Cape Breton Highlands National Park, proudly overlooking the Atlantic Ocean. Home to the #5 Golf Course in Canada and part of the Golf North family, we truly are a premier destination for hospitality, golf, and relaxation. Just 2 hours from Sydney, NS, and a 5-hour drive from Halifax, the resort has been welcoming guests to Cape Breton, Nova Scotia since July 1940.

We are seeking a high-integrity, technically skilled Maintenance Supervisor to lead our facilities team. You will be responsible for the day-to-day coordination of maintenance tasks across the resort, ensuring that both guest-facing areas and back-of-house systems are operating at peak performance. This is a leadership role that requires a mix of project management, technical troubleshooting, and team mentorship. You will ensure that the standards of "alertness and readiness" set by the Maintenance Manager are upheld by the entire crew. If you are passionate about providing world-class guest service and thrive in a fast-paced, scenic environment, we offer the unique opportunity to live, work, and grow within Canada's largest multi-course golf operator. We are seeking committed, enthusiastic team members ready to contribute to another successful season of memorable experiences for our guests.

### **What we offer:**

- Competitive wages
- Staff golf at Cape Breton Highlands Links, subsidized staff accommodations, staff discounts on branded merchandise and select local attractions
- Family and Friends rates
- Training and development to support personal & professional growth
- Career advancement opportunities within the company
- Live and work in the stunning Cape Breton Highlands with a team of like-minded professionals.

### **Essential duties include, but are not limited to:**

- Supervise, train, and delegate daily work orders to the maintenance staff. Conduct morning "toolbox talks" to prioritize tasks and ensure safety protocols are understood.
- Act as the primary point of contact for the Front Desk and Housekeeping to escalate and resolve urgent guest-room issues.
- Assist the Maintenance Manager in developing and executing a Preventative Maintenance schedule for HVAC, plumbing, electrical, and structural systems across the entire property.
- Oversee property-wide safety checks, including fire suppression systems, emergency lighting, and pool chemistry. Ensure all staff are using proper PPE and following LOTO (Lockout/Tagout) procedures.
- Monitor stock levels of essential parts, tools, and materials (paint, lumber, electrical components). Assist in ordering and receiving shipments.
- Lead the after-hours "On-Call" rotation, ensuring a prompt and professional response to any facility emergencies.
- Complying with the Occupational Health & Safety Act and GolfNorth Health & Safety program.

#### **Qualifications:**

- 3–5 years in facilities maintenance, with at least 1–2 years in a supervisory or "Lead Hand" role.
- Strong proficiency in at least two major trades (Electrical, Plumbing, HVAC, or Carpentry).
- The ability to motivate a team during high-pressure peak seasons while maintaining a calm, professional demeanor.
- Comfortable using digital maintenance tracking software or logs to document work and track asset history.
- Ability to navigate the expansive property, climb ladders, and lift up to 50 lbs.
- A valid license is required for operating property vehicles.

#### **Language Requirements:**

- **Fluency in English** (written and verbal) is required for all positions to ensure effective communication across the resort.
- **Proficiency in French** or other languages (e.g., German, Spanish, Mandarin) is considered a **significant asset** for customer-facing roles.

**Working Conditions:**

- Bending, balance, lifting (up to 50 lbs.), extended periods of standing
- Ability to remain on your feet for extended periods.

**Application question(s):**

- Would you be able to reliably commute to Ingonish Beach, NS B0C 1L0 for this job? If you are unable to reliably commute, are you planning to relocate?
- If No to the above, do you require housing accommodations?

**Visa Requirements:** Must be legally authorized to work in Canada. The hotel is unable to assist candidates in obtaining Canadian work authorization.

**To Apply:**

Please submit your resume and cover letter to [careers@kelticlodge.ca](mailto:careers@kelticlodge.ca)