

## Upper Canada Snowmobile Region Employment Opportunity - Manager - Grooming

The Upper Canada Snowmobile Region (UCSR) is a progressive not-for-profit organization in eastern Ontario who strives to provide a safe and fun snowmobiling experience for everyone. We are currently accepting applications for the full-time position of Manager - Grooming on a 12-month contract with the possibility of extension.

### **Location:**

Carleton Place, ON or within UCSR / District 1 boundaries (area west to Napanee, north to Arnprior and east to the Ontario/Quebec border).

### **Summary:**

Under the direction of the District Manager, this role is responsible to oversee all aspects of the District's grooming operations in accordance with the strategies, plans, and policies approved by the Board.

### **Benefits:**

- Remote work and flexibility
- 3 weeks vacation
- Paid personal days
- Sick leave
- Competitive wage
- Internet and cell phone subsidy
- Work provided computer equipment
- Mileage, meals and hotel reimbursed to cover travel costs
- Note: Pension, medical and dental benefits are under review

### **UCSR:**

The UCSR is a not-for-profit snowmobile organization in Ontario and a member of the Ontario Federation of Snowmobile Clubs (OFSC). The UCSR is District 1 within the OFSC and is comprised of 16 OFSC snowmobile clubs. The UCSR covers the area west to Napanee, north to Arnprior and east to the Ontario/Quebec border and has over 3345 km of marked, groomed trails, 1000 dedicated club volunteers, 16 clubs, 32 groomers, over 12700 trail permit buyers. The UCSR has a small office which is in Carleton Place and responds to administrative issues and fieldwork inquiries from the assigned snowmobile clubs in Eastern Ontario. The UCSR is governed by a volunteer Board of Directors. Visit [www.ucsr.ca](http://www.ucsr.ca)

**Qualifications/Experience:**

1. A thorough understanding of the administrative aspects of grooming and managing groomer operations.
2. Health and Safety Supervisor qualified.
3. Strong working knowledge of human resource management practices.
4. Familiarity with relevant legislation and regulatory processes for grooming.
5. 3-5 years of experience managing a fleet of heavy equipment.
6. OFSC Groomer Operator (3+ years of grooming experience).
7. Proficient in Microsoft Outlook, Word, Excel, PowerPoint, Zoom, GPS platforms, and GEOTab.
8. Excellent organizational and problem-solving skills; Excellent attention to detail; Strong, professional communication skills; Ability to work independently and produce results; Excellent interpersonal and teambuilding skills.
9. Ability to work outside in all weather conditions.
10. Ability to lift and/or carry up to 50lbs.
11. Mechanic expertise would be considered an asset.
12. Criminal Reference Check (completed within 1 month of application).
13. Valid Ontario Class G driver's license.
14. Access to an automobile (with towing capability).
15. Language: English essential; Bilingual an asset.

**Rate of Pay and Vacation:**

The 2023-2024 rate of pay is \$28.00 - \$31.00 per hour based on the applicant's qualifications and experience. Vacation will include three weeks (15 days) of vacation and three (3) personal days.

**Working Conditions:**

This position is scheduled to work 37.5 hours per week, during regular business hours Monday to Friday, in a remote work office environment. However, on occasion, some after hour work may be required in the evening or on weekends to attend (in-person or virtually) district meetings, training sessions, club meetings, and/or emergency response duties. This remote position may be changed to an in-office position at any point with a location within the same OFSC boundaries of District 1 / UCSR.

**Remote Work:**

- This role will be a remote position with work conducted at home, at centralized meeting locations, club sites, and other locations within the UCSR.
- The employee must work and live in Ontario and within the OFSC boundaries of District 1 / UCSR. Funding to move into the work area to live or work will not be considered. The employee will be required to indicate their primary working address in a remote working agreement.
- Employees who want to work (temporarily or permanently) at a different location of their identified primary work location must seek advance approval.

- The employee will be required to provide secure internet and a smart cell phone. Using public Wi-Fi cannot be used as the normal internet access due to security considerations. A subsidy will be provided for internet and cell phone use.
- The employee will use an UCSR supplied computer, monitor, printer/scanner, video camera, headsets, mouse and keyboard.
- The employee will be required to provide any additional office equipment (desk, chair, etc). There is no reimbursement for these expenses.
- The employee must be able to attend meetings in-person and/or via virtual means (as defined by the supervisor).
- Access to a personal vehicle is required to attend in-person meetings or other events. A standard mileage rate is provided to cover travel costs.
- Day-to-day assignment of the work location (at home or at another site) will be governed by tasks and assigned by the supervisor.
- This remote position may be changed to an in-office position at any point with a location within the same OFSC boundaries of District 1 / UCSR. As much notice as possible will be given if this change occurs.

### **Application Process:**

A detailed job description for this position can be accessed at [www.ucsr.ca](http://www.ucsr.ca).

Qualified candidates are invited to submit a detailed cover letter and CV outlining their credentials relevant to the position, using PDF or docx format. Resume reviews and interviews may begin immediately and continue until the posted position is filled. The position may be filled prior the closing date. Applications must be received no later than 1:00 P.M. on Friday, 1 September 2023 by email at [info@ucsr.ca](mailto:info@ucsr.ca).

We thank you for your interest. Only candidates selected for an interview will be contacted. UCSR is committed to the principles of employment equity and encourages the applications from women, visible minorities, and persons with disabilities UCSR welcomes and encourages applications from people with disabilities. In Ontario, our organization is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Questions may be directed to Darin McRae, District Manager by email [darinmcr@ucsr.ca](mailto:darinmcr@ucsr.ca) or phone 613-543-0374.

# Terms of Reference

## Manager - Grooming

### **Appointment**

The Manager - Grooming is appointed by, reports to, and is accountable to the CEO.

### **Role**

The Manager - Grooming is responsible to oversee all aspects of the District's grooming operations in accordance with the strategies, plans, and policies approved by the Board.

### Duties and Responsibilities

#### **Risk Management**

- Understand and follow OFSC's Risk Management Plan and policies.

#### **Groomer Operators**

- Approve the hiring of new and returning Groomer Operators on behalf of the District, as the Employer.
- Ensure new groomer operators are trained including coordinating online training and conducting any district-wide practical training.
- Assist Club Grooming Coordinators in monitoring the performance of Groomer Operators.

#### **Health & Safety**

- Act as the District Health and Safety Officer.
- Establish and share a Communications Protocol that meets the requirements of the Working Alone component of the OHSA.

#### **Operations**

- Coordinate district-wide groomer scheduling and operations.
- Ensure reporting requirements related to each groomer are fulfilled, equipment inspections are conducted, and Daily Groomer Shift Log Sheets are completed.
- Coordinate fuel tanks, fuel handling, fuel contracts, and related reporting and record keeping.
- Liaise with clubs to provide groomer breakdown assistance.
- Manage District spare groomer.

#### **Maintenance**

- Ensure groomers are maintained according to the manufacturer's requirements and OFSC's guidelines.
- Ensure off-season storage for all grooming equipment is stored such that it is protected from UV rays, damaging weather, corrosion from dampness and/or animal infestation.
- Determine and manage equipment maintenance programs (consistent with OFSC requirements).

#### **Administration, Finance and Payroll**

- Work in conjunction with the Club Grooming Coordinators to prepare grooming budgets.

- Coordinate with the Club Grooming Coordinators for payroll documentation and processing.
- Coordinate grooming related invoices and valid receipts for approval and payment.
- Ensure groomer logs are filled out and submitted on a weekly basis.
- Ensure the payroll time sheets are filled out and submitted on a weekly basis.

### **Committee Work**

- Act as staff support to the District Grooming Committee and ensure each club has representation.
- Recommend policies directly related to grooming operations.
- Conduct best practice sharing.
- Development and maintain a long-term grooming strategy that will meet the needs of the District.
- Develop and maintain long-term planning for equipment life cycle, replacement and/or refurbishment to meet both short-term priorities and longer-term goals.

### **Training**

- Coordinate and conduct operator training, as required, to include: groomer training, health and safety, working alone, etc.
- Review the existing training tools associated with grooming programs and make recommendations for improvements.

### **Reporting**

- Ensure any accidents or incidents are properly documented and reported.
- Regularly present reports to the District on grooming operations.
- Report on fuel tanks.
- Coordinate collection of tracking records for end-of-season maintenance for each groomer.
- Ensure that any groomer damage or major repairs are reported to the District as soon as possible.
- Primary resource for the preparation of the District Fleet Plan recommendations to OFSC.

### **Qualifications**

- A thorough understanding of the administrative aspects of grooming and managing groomer operations.
- Health and Safety Supervisor qualified
- Strong working knowledge of Human Resource Management practices.
- Familiarity with relevant legislation and regulatory processes for grooming.
- 3-5 years of experience managing a fleet of heavy equipment.
- OFSC Groomer Operator (3+ years of grooming experience).
- Proficient in Microsoft Outlook, Word, Excel, PowerPoint, Zoom, GPS platforms, and GEOTab.
- Excellent organizational and problem-solving skills; Excellent attention to detail; Strong, professional communication skills; Ability to work independently and produce results; Excellent interpersonal and teambuilding skills.

- Ability to work outside in all weather conditions.
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