	Job Posting
	Grounds and Maintenance Supervisor Reports to: Campground Manager

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Overview

Reporting to the Campground Manager, the Maintenance & Grounds Supervisor is responsible for the day-to-day maintenance, groundskeeping, and operational upkeep of the We Wai Kai Campground and Cape Mudge RV Park. This role ensures that campground facilities, grounds, utilities, vehicles, and equipment are maintained in a safe, clean, and operational condition to support a high-quality visitor experience. This position is primarily hands-on and operational, with responsibility for performing and coordinating maintenance activities, supporting repair and maintenance, and assisting with infrastructure improvements and seasonal site readiness.

The Maintenance & Grounds Supervisor works closely with the Campground Manager and the We Wai Kai Nation Public Works Department and may coordinate seasonal workers, contractors, or maintenance support as required.


Responsibilities and Duties

Groundskeeping and Site Maintenance

- Perform and oversee routine groundskeeping including:
 - Lawn mowing, trimming, and landscaping, sweeping, raking, and litter pickup
 - Road, pathway, and campsite upkeep
- Ensure campground sites, roads, and common areas are clean, safe, and well maintained
- Support seasonal opening, preparation, and winterization of campground facilities

Facilities and General Maintenance

- Perform routine maintenance of campground buildings, washrooms, and infrastructure
- Identify and complete minor repairs in a timely manner
- Conduct regular inspections of facilities, sites, and equipment
- Report major repairs or infrastructure concerns to the Campground Manager

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Water and Utility Systems

- Monitor basic operation of campground water systems and utilities
- Conduct routine checks of pumps, hookups, and service connections
- Identify issues and coordinate support with Public Works or contractors
- Assist with maintaining safe and functional utility systems

Equipment, Vehicles, and Tools

- Maintain campground vehicles, golf carts, lawn equipment, and maintenance tools
- Perform routine inspections, cleaning, and minor repairs
- Coordinate servicing and repairs as required
- Ensure all equipment is stored safely and maintained in good working order

Inventory and Supplies

- Maintain inventory of maintenance tools, equipment, and supplies
- Monitor usage and identify replacement or repair needs
- Order maintenance supplies and materials as required

Maintenance Coordination and Support


- Coordinate day-to-day maintenance priorities and tasks
- Support contractors and service providers working on-site
- Assist with small projects and infrastructure improvements
- Coordinate seasonal or project-based maintenance support as required

Repair & Maintenance Support

- Track maintenance needs and support planning of repair work
- Assist with managing maintenance materials and supply needs
- Provide input on equipment replacement and infrastructure improvements

Health, Safety, and Environmental Stewardship

- Ensure all maintenance work follows safety procedures and standards
- Maintain safe working conditions for staff, contractors, and visitors
- Promote responsible stewardship of Nation lands and campground facilities

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Operational Support

- Work closely with the We Wai Kai Nation Public Works Department on infrastructure and utility-related needs
- Support campground operations during peak periods or maintenance-related issues
- Contribute to maintaining a safe, clean, and welcoming environment for visitors

Key Contacts

- Campground Manager
- Campground operations staff
- We Wai Kai Nation Public Works Department
- Contractors and service providers
- Equipment and supply vendors

Preferred and Required Qualifications & Experience

(Some qualifications may be achieved on the job)


- Grade 12 graduation; trades or maintenance experience considered an asset
- Experience in groundskeeping, maintenance, or similar operational roles
- Experience operating lawn mowers, landscaping equipment, or maintenance tools
- Basic knowledge of facilities, utilities, or mechanical systems
- Strong organizational and problem-solving skills
- Ability to work independently and take initiative
- Valid driver’s license
- Clean criminal record relevant to the position

Personal Attributes

This role requires reliability, attention to detail, and a strong work ethic. The Maintenance & Grounds Supervisor must take a proactive approach to maintaining campground facilities and grounds while supporting a safe and welcoming environment.

Physical Requirements and Working Conditions

- Walking and standing throughout campground grounds
- Frequent bending, lifting, and use of maintenance equipment

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- Operating lawn mowers, tools, and small equipment
- Lifting materials or equipment up to 50 lbs using safe lifting techniques
- Exposure to outdoor weather conditions
- Evening and weekend work hours during peak operational periods

This is a full-time year-round position. Must be available to work weekends and early and late shifts as needed during the operational season.

Compensation:

- Annual Salary \$60,000 - \$70,000k per year
- Generous benefits and registered pension plan matching of up to 9%
- Paid vacation

To apply, please send your cover letter and resume to careers@wewaikai.com.

We Wai Kai Campground is an equal opportunity employer and, in accordance with applicable legislation, reserves the right to give preference to qualified Indigenous applicants.