

JOB POSTING



ARCHER CATHRO

CAMP MANAGER



ATAC
RESOURCES LTD.

Archer Cathro is looking for experienced Camp Managers to manage the day to day operation of camp facilities at our various project sites. Seasonal positions are available for our summer operations located in rural areas in Yukon. The Camp Manager reports to the on-site Project Manager, who will provide general direction and support. The successful candidate will be self-motivated, and have exceptional problem solving and communication skills.

Responsibilities:

- Fuel, lubricate and complete preventive maintenance on company assets
- Complete construction of small projects at the client project site
- Facilitate and document daily toolbox meetings and weekly safety meetings
- Orient incoming staff to camp facilities and policies
- Conduct monthly worksite inspections
- Ensure workers perform tasks according to safe work practices and safe job procedures
- Knowledge and experience with Microsoft Office applications such as Outlook, Excel and Word
- Ensure completion and accuracy of company paperwork, incident reports and timesheets
- Maintain consistent communication with the Project Manager
- Ensure good housekeeping in the work area at all times
- Maintain a high performing, team orientated and productive work environment
- Promoting the importance of Safety, Health and Environment in the workplace

Required Knowledge:

- Construction Principles
- Basic Plumbing
- Basic Electrical
- Small Engines
- Heavy Equipment/UTV's
- Generators (Gas/Diesel)
- Chainsaw Safety

Preferred:

- Previous experience managing projects or camp facilities in remote locations
- Previous experience working for a COR certified company is an asset
- OFA Level 3 First Aid
- Possessions and Acquisitions License (PAL)
- WHMIS
- Heavy Equipment Operators certification

For more information about our company visit www.archercathro.com

Apply to;

Cody Beck

Human Resources and Health & Safety Manager

Archer, Cathro & Associates (1981) Limited

Phone: 604-688-2568 Email: cbeck@archercathro.com