



**The Corporation of the Town of Lakeshore
Employment Opportunity
Internal and External Job Posting**

Position: Seasonal Marina Operator

Salary: \$27.19/hr

Work Term: April 15, 2019 - October 20, 2019

Reports to: Manager of Recreation and Leisure

Closing Date: Wednesday, February 13, 2019 at 4:30 pm

Purpose of Position:

Reporting to the Manager of Recreation and Leisure, the Seasonal Marina position is responsible for performing a variety of customer service, general labour and maintenance duties in order to effectively operate the day to day activities of the municipal marina, including overseeing the summer students.

Qualifications:

- High School Diploma
- Previous experience working in a municipal marina environment or with boats
- Standard First Aid with CPR Level C required
- Class G Driver's license with driving abstract
- VHF Radio Operator's License an asset but not required
- Boating license an asset but not required

Knowledge:

- Well-developed communication skills in order to deal with the public
- Strong customer service skills
- Strong organizational and time management skills
- Mechanical aptitude to operate equipment including small tools
- Marina operations
- Ability to follow work orders and show initiative for completing tasks

Physical Skill and Effort

- Able to use equipment safely and act in a safe manner
- Able to handle cash transactions.
- Must be able to perform light physical duties associated with operating equipment and small tools

Major Responsibilities:

- Maintenance of marina facility and boat docks
- Operation of boat ramp
- Working with marine vehicles including handling gas facility operations
- Assist seasonal/transient boaters
- Ensure that all forms related to marina operations are completed and fees collected
- Responsible for correctly following pump out procedures and providing gas fill ups while servicing boats
- Ensure that all corporate and marina policies and regulations are followed as they apply to employees and patrons of the marina and marina facilities
- Maintain the cleanliness of the marina docks and facilities (including janitorial duties in the washrooms, showers, etc.)
- Assist with maintenance of grounds (i.e. garbage collection, grass cutting, watering of plants, etc.)
- Open and close marina office
- Maintain marina inventory and supplies
- Collect dock fees, transient fees and launch fees
- Oversee and delegate work to the summer students
- Other duties or tasks as assigned

Decision Making and Judgement:

- Work is performed under the general direction of the Manager of Recreation and Leisure with access to municipal policies, procedures, bylaws and regulations.

Interpersonal Skills:

Interpersonal skill to liaise with the public and fellow staff members in a friendly and co-operative manner.

Internal:

- With Supervisor to ensure work responsibilities are met.
- With other staff to ensure provision of timely information and services.

External

- Answer questions from the public, provide information and provide customer service.

Working Conditions:

Environment

- Works outdoors in a marina environment
- Exposure to varying weather conditions

Control over Work Schedule

- Up to 40 hours per week, Monday through Sunday, Shift work between the hours of 6:00 am - 10:00 pm

This position is being posted under the provisions of the Collective Agreement between IBEW Local 636 and the Town of Lakeshore. Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to jobs@lakeshore.ca no later than 4:30 p.m. on Wednesday, February 13, 2019 clearly indicating Seasonal Marina Operator in the subject line.

While we appreciate all applications, we acknowledge only those applicants invited for an interview. Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request