

Job Posting: #2024-08

Job Title: Senior Attendant, Memorial Park

Department: Operations

Reports To: Lead Hand, Parks & Recreation

Status: Seasonal

Duration: May 2024 to October 31, 2024

Hours per Week: 40 hours

Rate of Pay: \$21.30 - \$25.89

Number of Positions: 1

Application Due Date: Open until filled.

Position Summary

This position will assist in the daily operation and maintenance of Memorial Park Campground and associated facilities. Assist with the day-to-day operations of preventative maintenance programs, perform general maintenance and repairs of campground and facility, which includes the grounds and equipment.

Role Specific Duties and Responsibilities

1. Perform and/or assist in the daily operations and the implementation of the Memorial Park Campground business plan (short- and long-term) including:
 - a. monitoring the reservation system;
 - b. coordinating regular maintenance and upkeep of the campground facilities;
 - c. performing minor facility repairs including painting, mechanical, plumbing, and electrical;
 - d. assisting with development of policies, procedures, operating plans and marketing brochures;
 - e. troubleshooting on complaints and problem areas related to operations;
 - f. administering external contracts, inventory controls, purchasing, and records management measures;
 - g. adherence to legislated standards and municipal policies.
2. Monitor all campsites to ensure they are properly used to eliminate damage to the facility, address questions, concerns, complaints, and suggestions from the public and other stakeholders.
3. Collect camping fees, preparing deposits and submit collected fees to Financial Services.
4. Liaise with users, visitors, and the public in an effective and courteous manner regarding local tourism, programs, policies, and procedures of the campground and associated facilities.
5. Work cooperatively with facility users; provide outstanding customer service and satisfaction.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Possess certification in First Aid, CPR and AED.
2. Valid Class G Ontario Drivers Licence in good standing.
3. Knowledge of Occupational Health and Safety Act (OHSA).

Education, Skills and Experience

1. OSSGD and business related courses, together with 3 years' experience in customer service; painting, electrical and plumbing experience an asset.
2. Ability to handle cash.
3. Knowledge of campground operations, applicable Acts/Regulations/Standard; i.e., Occupational Health and Safety Act, WHMIS, local government functions/responsibilities, local tourism, health and safety.
4. Strong communication (written, oral, interpersonal), public relations, and customer service skills.
5. Ability to work independently, demonstrate tact and discretion, maintain confidentiality, deal effectively and courteously in all aspects of the position, and foster good rapport and cooperative working relationships.

Physical Demands and Working Conditions

- Physical demand requires minimal lifting and bending. Work environment is both indoor and outdoor, with exposure to inclement weather conditions, paint materials, unpleasant washroom conditions, garbage smells, and cleaning materials.
- Normal seasonal hours of work are 40 hours per week, as scheduled including weekends/holidays and as required. On-call duties/response required.

Contacts and Interactions

- Communicates regularly with staff, facility renters, and the general public.

Applicant Information

This posting will remain open until filled. Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2024-08 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.