

Job Posting: #2024-09

Job Title: Senior Harbour Attendant, Parks & Recreation Services

Department: Operations

Reports To: Lead Hand, Parks & Recreation

Status: Seasonal

Duration: April 2024 to October 31, 2024

Hours per Week: 40 hours

Hourly Rate: \$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 the harbour and boating facility. Assist with the day to day operations of preventative maintenance programs, perform general maintenance and repairs of harbour and facility, which includes the grounds and equipment.

Role Specific Duties and Responsibilities

1. Perform and/or assist in the daily operations of the harbour and the implementation of the harbour business plan (short and long-term) including:
 - a. Provide boaters with information on local boating opportunities;
 - b. supervise and/or assist boaters during docking, as required;
 - c. monitor all crafts to ensure they are properly secured to eliminate damage to the boats or docks;
 - 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. Collect and secure any designated fees from transient boaters, daily launch boaters; submit collected fees to Financial Services.
3. Purchase, order and source materials and supplies.
4. Liaise with boaters, visitors, and the public in an effective and courteous manner regarding local tourism, programs, policies, and procedures of the harbour and associated facilities.
5. Work cooperatively with harbour users and 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. Possess, or willing to obtain, certification in marine 2-way radio operation.
3. Ability to operate ice 2-way radio, and handle cash.
4. Knowledge of boating operations, applicable Acts/Regulations/Standard; i.e., Small Craft Harbours Act, Occupational Health and Safety Act, WHMIS, local government functions/responsibilities, local tourism, health and safety.
5. Strong communication (written, oral, interpersonal), public relations, and customer service skills.
6. 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 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. On-call duties/response required.
- Normal seasonal hours of work are 40 hours per week, as scheduled including weekends and holidays as required, to ensure satisfactory harbour functions.

Contacts and Interactions

- Communicates regularly with ministry agencies, marina associations, staff, contractors, suppliers, trades, boaters, 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 #2024-09 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.