

**Job Posting: #2022-11**

**Job Title: Harbour & Memorial Park Attendant**

Department: Parks & Facility Services

Reports To: Lead Hand – Harbour & Memorial Park

Status: Seasonal

Duration: May 9, 2022 to August 29, 2022 or October 2022

Hours per Week: 40 hours

Hourly Rate: \$15.28 to \$18.41

Number of Positions: 7

**Application Due Date: Friday February 11, 2022**

### Position Summary

This position will provide customer service, cleaning and general maintenance at the Memorial Park Campground and/or assist with operations at the Meaford Harbour Marina, including administration, fee collection and general maintenance.

### Role Specific Duties and Responsibilities

1. Provide excellent customer service to visitors and residents and act as an ambassador of the Municipality.
2. Collect and secure any designated fees from transient boaters and daily launch boaters.
3. Monitor all crafts and patrons to ensure they are properly docked and have complied with all safety regulations.
4. Collect and secure any designated fees from campers and mini-golf users at Memorial Park.
5. Maintain and ensure a clean and safe facility, which includes overall facility janitorial work, cleaning washrooms, floors, public areas and maintaining garbage/recycling.
6. Perform basic gardening, including planting, weeding and trimming.
7. Work independently and perform minor maintenance functions; i.e. painting, equipment repair.

### 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. Valid Class G Ontario Drivers Licence in good standing.
2. Valid First Aid, CPR and AED certificate would be an asset.

3. Knowledge of Occupational Health and Safety Act (OHSA).

### Education, Skills and Experience

1. Working towards or completion of OSSGD together with 3 months of related experience preferred.
2. Proven ability and experience handling cash.
3. Ability to lift up to 50 lbs.
4. Ability to deal courteously and effectively with the general public, rental organizations, staff and volunteers.
5. Experience and knowledge of methods, practices, materials, tools and equipment used in gardening/horticulture operations is preferred.

### 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.
- Normal seasonal hours of work are 40 hours per week, as scheduled including weekends/holidays and as required.

### Contacts and Interactions

- Communicates regularly with staff, rental organizations, volunteers and the general public.

### Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2022-11 by Friday February 11, 2022 to:

[jobs@meaford.ca](mailto: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](mailto:jobs@meaford.ca).