



## Municipality of Northern Bruce Peninsula Job Description

Position:	Harbour Attendant (Student)
Location:	Lion's Head or Tobermory
Department:	Parks & Facilities
Reports to:	Harbour Master
Summary:	Fulfills the duties as described below
Purpose:	To assist the Harbour Master and Assistant Harbour Master with supervision of all land and water areas of the harbour to ensure the safe conduct and enhanced appearance of the harbour, marina and its associated operations
Rate:	\$17.00 - \$18.00 per hour

### Duties:

- Carry out daily harbour/campground operations such as maintenance and upkeep of all harbour/campground buildings, including cleaning of public washrooms, showers and docking areas
- Operate cash register as required
- Fuel boats and empty pump-outs
- Assist boaters with docking ensuring that boats are secured satisfactorily
- Identify infractions and issues and advise supervisor immediately
- Greet and welcome guests, boaters and campers
- Address inquiries and provide information when necessary
- Carry out circle check inspections of harbour area, buildings, docks, beach area and campground
- Maintain grounds as required (ie. grass cutting, weeding, raking, planting, flower bed maintenance, watering, fertilizing, etc.)
- Sweep harbour area
- Assist with minor dock repairs when required
- Performs any other tasks as assigned by management from time to time

Note: Campground duties are related to Harbour Attendants employed by the Municipality at the Lion's Head Marina only.

Other:

- attends and participates in staff meetings as required
- complies with all policies and procedures of the Municipality
- adheres to the regulations of the Occupational Health & Safety Act of Ontario

Working Hours

- Normal hours of work are 37.5 hours per week

The Municipality of Northern Bruce Peninsula is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise the Accessibility Coordinator if any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.