



MUNICIPALITY OF NORTHERN BRUCE PENINSULA JOB DESCRIPTION

POSITION: Harbour Master Assistant (Union)
LOCATION(s): Tobermory Harbour
DEPARTMENT: Facilities, Parks and Recreation
REPORTS TO: Harbour Master
SUMMARY: Fulfills the duties as described below
PURPOSE: To assist the 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: \$23.28 per hour start rate as of January 1, 2024 (as per Ontario Public Service Employees Union Local 266 Collective Agreement, January 1, 2023 – December 31, 2025)

EMPLOYMENT TIMEFRAME: May to October – Approximate Timeframe

DUTIES:

- Carry out daily and seasonal harbour operations such as opening/closing, maintenance and upkeep of all buildings, including public washrooms, showers and laundry, and docking and boat launch areas. Note: Lion' Head Marina includes operation and maintenance of campground facilities.
- Operate POS and cash register and reconciles monies when as required.
- Sales of related services and supplies.
- Fuel boats and septic pump-outs.
- Assist boaters with docking ensuring that boats are secured satisfactorily.
- Identify infractions and issues and advise supervisor immediately.
- Greet and welcome guests and boaters.
- Address inquiries and provide information when necessary.
- Carry out circle check inspections of harbour area, buildings and docks.
- Maintain grounds as required (i.e. grass cutting, weeding, raking, planting, flower bed maintenance, watering, fertilizing, etc.).
- Sweep harbour area.
- Collect and Remove garbage/recycling.
- Inspects harbour to identify berthing and other issues for corrective action.
- Maintains radio communications with regards to navigation within the harbour limits.
- Assist with seasonal dock installations and minor dock repairs when required.

OTHER:

- Attends and participates in staff meetings and training as required.
- Complies with all policies and procedures of the Municipality.
- Adheres to the regulations of the Occupational Health & Safety Act of Ontario.
- Performs any other tasks as assigned by management from time to time.

HOURS OF WORK:

- Seasonal Position, minimum 35 hours work week, irregular shifts including evenings, weekends and Stat holidays.
- Required to be on-call, on an “as needed” basis