



MUNICIPALITY OF NORTHERN BRUCE PENINSULA JOB DESCRIPTION

POSITION: Harbour Assistant (Union)
LOCATION: (1) Lion's Head and (1) Tobermory
DEPARTMENT: Parks and 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 marina and its associated operations

EMPLOYMENT TIMEFRAME: April 13 to Oct 31 – Approximate Timeframe

RATE OF PAY: Starting at \$25.67 (2026) as per OPSEU Local 266 Collective Agreement

HOURS OF WORK: 40 hours per week, variable shifts including evenings, weekends.

DUTIES:

- Performs basic building maintenance/repairs including docks, cleaning of shower and toilet buildings, windows, garbage and recycling removal;
- Monitor and replenish supplies necessary for facility operations, such as cleaning materials, toiletries, and office supplies;
- Maintain grounds and walkways as required (i.e. grass cutting, weeding, raking, planting, flower bed maintenance, watering, fertilizing, etc.);
- Operate facility booking software and POS system and reconciles daily sales 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 and boaters;
- Address inquiries and provide information when necessary;
- Carry out and document inspections of harbour area, buildings and docks, equipment;

- Maintains logs books and other statistics to record activities;
- Assist with maintenance issues throughout the Municipality when required.
- Provide support during emergency situations.

NOTE: Lion's Head Campground duties are related to Harbour Attendants stationed at the Lion's Head Marina. Tobermory Airport duties are related to Harbour Attendants stationed at Tobermory Harbour.

REQUIREMENTS:

- High school diploma or equivalent;
- Familiarity with basic building and property maintenance and equipment operation and maintenance;
- Previous experience in a similar role or related field is preferred;
- Work independently with minimal supervision;
- Ability to perform physical work, including lifting heavy objects and working in various weather conditions;
- Strong communication and customer service skills and the ability to work effectively in a team environment;
- Basic computer, email, telephone skills and ability to learn new software applications and programs;
- Restricted Operator Certificate - Aeronautical (ROC-A) or willingness to obtain;
- Current First AID/CPR/AED or willingness to obtain;
- Valid Class "G" driver's license required.

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;
- Performs any other tasks as assigned by management from time to time.