



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING # NU 5.19

Position: Port Rowan Harbour Master

Status: Seasonal

Employee Group: Non-Union

Salary: \$19.00 per hour

Division: Community Services

Department: Port Rowan Harbour Marina

Reports To: Marina Manager

Location: Port Rowan Harbour Marina

Hours: total hours for season not to exceed a maximum of 750; 7 day operation; weekly hours are dependent on operational needs

Duration: April 15, 2019 to approximately October 31, 2019

Posting Period: January 11, 2019 – January 25, 2019

How to apply:

Follow the link below for the application process:

<https://workable.com/j/1C5639FE9A>

Scope of Position:

To carry out the day-to-day duties of the management of the Marina and to perform such duties as required ensuring continual delivery of service.

Position Description:

- Manage and supervise all marina staff. Oversee and monitor that employees are working in compliance with health and safety policies and practices.
- Handle customer service concerns, disputes and issues in a professional, courteous and timely manner
- Prepare staff work plans and work schedules



- Assign shifts to be covered and ensure work plans are followed
- Assist with ensuring effective and efficient day to day operations and functions of all department related facilities and programs
- Responsible for daily duties related, but not limited to facilities maintenance within Port Rowan Harbour Marina including cleaning washrooms, office and pavilion
- Responsible for duties related, but not limited to, horticultural operations within the Port Rowan Harbour Marina and adjacent parklands
- Assist with proactive planning, development and maintenance of all harbour facilities
- Assist the Marina Manager with preparation of capital and current operating budgets
- Collection of daily revenues, daily bank deposits, issue receipts to patrons for payment received for docks, boat ramps and other miscellaneous services
- General facility repairs, including dock maintenance and painting
- Perform daily circle checks on all equipment and make necessary minor repairs and report defects to the Marina Manager
- Maintain daily written records of work-related activities
- Complete a daily, monthly and seasonal log for inspections and maintenance issues
- Order and purchase operating supplies and materials
- Issue work orders and service requests
- Coordinate contracted services required in accordance with Norfolk County policies and procedures
- Be knowledgeable of all Port Rowan Harbour Marina rates and services available on site
- Take daily walks along docks, to ensure lighting is working properly, boats are tied properly and safe, and there are no obstacles on the docks and safety equipment is working and in place
- Frequent daily garbage, litter and recyclable pick ups

- Frequent manual aquatic weed removal (including removal of debris from marina waterways)
- Assist marina patrons and general public with inquiries
- Perform other duties as may be assigned in accordance with corporate objectives

Knowledge and Experience:

- Post-secondary education an asset
- Minimum of two (2) years' experience in a supervisory role, preferably in a recreational industry
- Marina experience is a definite asset
- Standard First Aid and CPR Level C
- Driver's License Class G
- Boaters Operating Card License and V.H.F. Radio Operators Certificate would be an asset

Skills and Abilities:

- Demonstrated skills or ability to learn boat handling, mooring
- Demonstrated cash handling experience
- Ability to deal with the public courteously and effectively
- Must be a motivated, hardworking individual able to work outside in all weather (hot, dust, cold and wet)
- Able to lift 30 to 50 lbs.
- Ability to operate a hand tools, lawn mower, trimmer and miscellaneous parks equipment
- Must have green patch CSA approved safety boots, 6' to 8' to cover ankle, suede or leather
- Effective organization and time management skills
- Effective communication skills, both oral and written

- Must be aware of safe work practices as they relate to job responsibilities and work environment and have the basic understanding of the Occupational Health and Safety Act.
-

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education, transcripts preferred.

Thank you for your interest in this position. Only those to be interviewed will be contacted.