



THE MUNICIPALITY OF

LAMBTON SHORES

**POSITION TITLE: Waterfront Manager**

**DEPARTMENT: Community Services**

**REPORTS TO: Director of Community Services**

**Position Summary:**

The Waterfront Manager is responsible for the day-to-day operation and maintenance of the Grand Bend Beach and Grand Bend Marina. Under the general direction of the Director of Community Services, the Manager will be responsible for managing seasonal staff, developing and implementing policies and procedures, creating work plans, and ensuring that safe workplace and practices are maintained.

**Primary Duties:**

- Manage, direct, and oversee marina and beachfront management, which includes the development and implementation of preventative maintenance/renewal programs, risk management, and ensuring efficient operations.
- Develop annual internal operational plans and related work plans.
- Provide input relative to the repair and replacement of related infrastructure for preparation of the annual operating and capital budget.
- Assist the Director with asset management planning.
- Responsible for overseeing assigned capital projects, including co-ordination of internal and contracted staff resources as necessary.
- Respond in a timely and professional manner to public concerns and inquiries.
- Create work orders, maintenance and inspection schedules for facilities and associated assets within the beach and marina.
- Implement policies, guidelines and standard operating procedures to ensure operations and work practices comply with legislative requirements.
- Remain current with new legislation, regulations, and practices related to the functions of the department.
- Fulfill responsibilities set out in the Municipality's Emergency Plan in all emergency related events and exercises, as may be required.
- Responsible for the hiring, training, performance, and discipline of staff, in consultation with the Director and Human Resources Coordinator.
- Responsible for preparation of seasonal staff schedules.

- Required to take an active role in the municipal health and safety program including participation on the committee as a management representative as may be required.
- Work with sensitive and private information daily, must be able to ensure confidentiality.
- Responsible for an effective system of records management and retrieval is followed for both paper and electronic form.
- In keeping with the municipal purchasing policy, responsible to scope and quote contracted work and/or materials and monitor project quality prior to payment.
- Manage the Blue Flag Program and associated activities related to Grand Bend Beach, Grand Bend Marina and Port Franks Marina.
- Responsible for contract administration, permit applications and project management of dredging operations for both the Grand Bend Marina and Port Franks Marina.
- Act as a primary point of contact for off-season marina transient reservations and other applicable inquiries.
- Formulate annual seasonal dockage contracts, send to applicable lessees and ensure all records are kept organized and up to date.
- Nights and weekend work will be required. Based on an average of 35 hours per week.
- Complete other duties as assigned by the Director of Community Services.

### **Education Requirements and Skills:**

- Post-secondary education in parks, recreation, or a related discipline.
- Minimum of 5 years of leadership experience in a parks, facility, waterfront environment, preferably in a municipal unionized environment.
- Knowledge of preventative maintenance programs and fiscal management principles
- Strong working knowledge of waterfront and marina operation, and aptitude for systems and components
- Knowledge of relevant legislation including Occupational Health and Safety, Ministry of Labour, WSIB, and the Accessibility for Ontarians with Disabilities Act.
- Valid Ontario G Class Drivers Licence is required.
- Valid Pleasure Craft Operator Card or ability to acquire.
- Radio Operator Certification, Marine Class (VHF) or ability to acquire.
- Excellent customer service, interpersonal skills, including proven ability to liaise and collaborate on projects with community volunteer organizations are key requirements.
- Demonstrated problem solving, budgeting and report writing skills.
- Demonstrated ability to schedule and manage concurrent projects and deal with conflicting priorities in a professional and timely manner.
- Computer proficiency is required.