

## THE MUNICIPALITY OF LEAMINGTON RECREATION DEPARTMENT - JOB DESCRIPTION

**Position:** Marina Lead Hand (Seasonal - Not a Student Position)  
**Department:** Community Services, Marina  
**Hours:** Available all Shifts - includes evenings and weekends  
**Reports To:** Marina Manager  
**Period of Employment:** Projected at approximately five (5) months  
**Rate of Pay:** \$13.27 to start

**Qualifications:** Must be a minimum of 18 years of age  
Working knowledge of cash handling and reporting  
Demonstrated excellent customer service skills  
Proficient in Microsoft Office applications  
Must demonstrate ability to swim  
Standard First-Aid, Level C (CPR) an asset  
Dock hand experience an asset  
Knowledge of Marine Radio an asset

### **Tasks and Responsibilities:**

1. The staff supervisor is primarily responsible for assisting the Marina Manager with the day-to-day operations of the facility.
2. Responsible for checking the staff schedule for all Dock Hands in the absence of the Manager.
3. Recording staff hours including absenteeism and replacement of shifts if required so that hours are accurately accounted for and charged accordingly.
4. Responsible for the carrying out the accuracy of twice daily dock checks to ensure maximum occupancy.
5. Assuring that the transient allocations and reservation documentation is up to date.
6. Scheduling and assigning work details during their shift, i.e. garbage detail, fuel, pump-out, cleaning, preparation of daily statistics and monitoring reservations.
7. Handling public relations with the boaters and the public.
8. Verifying and balancing cash sheets at end of shift and preparing deposits.
9. Become familiar with all WHMIS regulations, Municipal Workplace Safety Inspections and observe all Health & Safety Policies of the Municipality of Leamington.
10. Assume other related duties as assigned by the Marina Manager.

Interested candidates are invited to submit a resume, in confidence, quoting file#**MAR032410-01** by **4:30 p.m. on Wednesday, March 24, 2010** to:

Human Resources Officer  
Corporation of the Municipality of Leamington  
38 Erie Street North  
Leamington, Ontario N8H 2Z3  
Fax (519) 326-2481  
e-mail: [prussell@leamington.ca](mailto:prussell@leamington.ca)

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The Municipality of Leamington is an Equal Opportunity Employer*