

THE MUNICIPALITY OF LEAMINGTON
DEPARTMENT-JOB DESCRIPTION

<u>POSITION:</u>	Marina Dock Hand
<u>DEPARTMENT:</u>	Recreation Department - Marina
<u>REPORTS TO:</u>	Recreation Coordinator "Marina"
<u>HOURS:</u>	All available shifts (including evening and weekend hours)
<u>SALARY:</u>	\$11.26 to \$12.38per hour (2010 rates under review)
<u>QUALIFICATIONS:</u>	<ul style="list-style-type: none">• Must be at least 16 years of age• Working knowledge of cash handling and reporting• Demonstrated excellent customer service skills• Proficient in Microsoft Office applications• Minimum 2 years dock hand experience• Knowledge of Marine Radio• First Aid and Level "B" C.P.R. required• Must have demonstrated ability to swim• Lifesaving Society Bronze Cross Certificate is considered an asset• Must complete all Health and Safety Courses.

TASKS & RESPONSIBILITIES:

1. Assist seasonal/transient boaters to tie up and cast off from mooring well.
 2. Take dock-walks, under the direction of the assigned supervisor.
 3. Maintain excellent customer service relations with all marina guests.
 4. Correctly follow pump out & gas procedures when servicing boaters.
 5. Ensure that the Marina rules and regulations are adhered to.
 6. Maintain the cleanliness of the marina grounds and buildings at all times.
 7. Assist with the concession stands at special events.
 8. Assist with sales of items in the Nautical Gift Store.
 9. Be knowledge of all marina rates and services available.
 10. Assist with maintenance inventories as required.
 11. Collect and monitor ramp fees from boaters using launch facilities.
 12. Work outdoors cleaning and scrubbing moving docks over long periods.
 13. Be familiar with WHMIS regulations and observe all Health and Safety Policies and Procedures of the Municipality of Leamington.
 - 14. Other duties as assigned by the Recreation Coordinator "Marina."**
- Note:* Will be required to submit a current Police Clearance Check prior to hire when requested by municipal staff.**