

THE MUNICIPALITY OF LEAMINGTON
DEPARTMENT-JOB DESCRIPTION

POSITION: Marina Maintenance Attendant

DEPARTMENT: Recreation Department - Marina

REPORTS TO: Lead Hand / Recreation Coordinator "Marina"

HOURS: Shift work - to be determined through Marina Coordinator

SALARY: \$11.88 to \$13.06 per hour (2011 rates)

QUALIFICATIONS:

- Must be at least 16 years of age
- Generally knowledgeable of working with lawn equipment and powered tools
- Generally used to working outdoors

TASKS & RESPONSIBILITIES:

1. Maintain the daily cleanliness of grounds, building, picnic shelter, docks and parking lot.
2. Major priority areas to be kept clean are: Washrooms, Laundry Room, Picnic Shelter, Garbage Receptacles, Litter & weeds along Break Wall & docks kept free off garbage & dead fish, Ramp Area & Parking lot weeds.
3. Ensuring equipment is properly maintained and stored after job is complete.
4. Completing all daily, weekly, and monthly or any other checklists assigned by supervisor, i.e. dock maintenance log, etc.
5. Setting up/cleaning of picnic shelter for special events and as instructed by Manager.
6. General knowledge of daily operations of the Marina and special events planned.
7. Implementing of all preventative maintenance programs set forth by Manager.
8. Reporting to Manager any cost saving measures that may be relative to maintenance.
9. Responsible for reporting inventories so products are fully stocked for weekends.
10. Ensuring garbage, boiler and all rooms are kept clean and presentable at all times.
11. Picking up trash and litter as you come across it, don't leave it for the next person.
12. Be familiar with WHMIS regulations and observe all Health and Safety Policies and Procedures of the Municipality of Leamington.
13. 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.