



## **Career Opportunity – Internal/External Posting**

### **Junior Lead Hand Community and Development Services**

#### **Position Summary:**

The Junior Lead Hand reports to the Marina Supervisor and is responsible for assisting with the facility's day-to-day operations.

#### **Key Responsibilities:**

- Assist with the duties required for season opening and closing.
- Assist with promotional and sales opportunities.
- Assist with pavilion rentals, tours and site meetings for user groups; specifically overseeing reservations, invoices, payments, reconciliation and reporting.
- Scheduling and prioritizing the daily work schedule; sick calls, absenteeism.
- Assist with staff guidance in accordance with department standards.
- Complete daily dock checks ensuring maximum occupancy and yield management.
- Complete and update the transient allocations and reservation documentation.
- Assist boaters with fueling, pump-outs and docking boats.
- Ensures fuel levels and equipment are maintained; inspected per TSSA legislation.
- Complete daily inventory counts; monitor shrinkage and report to Supervisor.
- Verify and balance cash sheets at the end of the shift and prepare bank deposits as needed.
- Comply with OHSA requirements and the Municipality's Health and Safety Program.
- Comply with the Occupational Health and Safety Act, applicable regulations and the Municipality of Leamington's Health and Safety Program.
- Other duties as assigned.

#### **Qualifications, Knowledge and Skills:**

- Post-secondary education in a marine, tourism, hospitality or related course of study is an asset.
- Must have experience demonstrating strong customer service and decision-making skills.
- Experience working around boats and outside in all weather conditions.
- Exceptional time management, organization and communication skills, (both verbal and written).

- Knowledge of the Windsor/Essex tourist attractions and marine waterways is an asset.
- Must be proficient in computer applications including Microsoft Office and other related software programs.
- Must have the ability to swim.
- Must have and maintain Standard First Aid, Level C (CPR) certifications.
- Knowledge of marine radio communications is an asset.
- Must obtain a satisfactory police clearance upon hire.

**Hours of Work and Working Conditions:**

16 to 40 hours per week. Evening, weekend, and holiday hours are a requirement.

**Employee Group:**

Seasonal, Non-Union.

**Wage Rate:**

\$21.31 per hour (2025 Rates).

**Closing Date:**

Applications must be received by 11:59 PM, Sunday, February 9, 2025.

**How to Apply:**

Interested candidates must apply online through our website: [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

---

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761