



## Student Positions Applicant Information and Instructions

Students interested in applying for positions must review the applicant information and follow the instructions provided below.

### Eligibility Requirements:

- Must be a full-time student (secondary school, college, or university) during the current academic year and returning full-time the next semester.
- Legally able to work within Canada.
- At least 16 years of age as of April 1 of the employment year.
- Apply online only through our website, [leamington.ca/careers](http://leamington.ca/careers)
- Apply for **each desired position** before the deadline (late applications will not be considered).

**Note:** New and returning students must apply online to be eligible.

### Application Requirements:

- Proof of enrolment for the current school year (issued by the registrar or school office) is mandatory and must be attached to your application. Class schedules or payment receipts will not be accepted and may result in disqualification.
- Availability for evening and weekend shifts is required.

### Upon Hire:

- A satisfactory police clearance (dated within 30 days of hire) is required.
- A satisfactory driver's abstract (driving record) may be required.
- If applicable, students must supply CSA-approved (Green Patch) safety footwear.
- Appropriate work clothing must meet departmental standards.
- Personal Protective Equipment (PPE) provided by the Corporation must be used as required.
- Mandatory online health and safety training must be completed before starting work.

Please continue to the next page for Job Posting.



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

### **Marina Dock Hand Community and Development Services**

#### **Position Summary:**

Reporting to the Marina Supervisor, the Dock Hand is responsible for ensuring compliance with marina rules and regulations while maintaining excellent customer service.

#### **Key Responsibilities:**

- Cleaning of washrooms and showers daily.
- Assist seasonal/transient boaters to tie up and cast off from mooring well.
- Remove weeds, dead fish and debris from the boat ramp and surrounding areas.
- Daily changing of property garbage and recycling receptacles.
- Power washing of docks over long periods.
- Create boat reservations and register overnight guests.
- Carry out boat dock-walks, under the direction of the assigned supervisor.
- Maintain excellent customer service and answer inquiries, in-person, by telephone or via marine radio.
- Correctly secure, dock and fuel vessels of all sizes adhering to all TSSA policies.
- Ensure that all patrons adhere to the marina rules and regulations.
- Maintain the cleanliness of the marina grounds, offices, and buildings at all times.
- Collect and process payments and transactions.
- Assist with concession stands and all special events.
- Be knowledgeable of all marina rates and services.
- Assist with maintenance and concession inventories as required.
- Collect and monitor ramp fees from boaters using launch facilities.
- Work outdoors in all weather conditions, sometimes over long periods of time.
- Be knowledgeable of surrounding tourist attractions.
- Conduct pump-outs of vessels to marina standards.
- Remain current on upcoming events and work schedule changes.
- Conduct safe and efficient operations, care for and maintain tools, equipment, keys, radios, and assets.
- Ability to communicate to boaters the local Canadian customs procedures for docking.
- 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:**

- Must be a full-time student enrolled in a secondary or post-secondary school and returning to secondary or post-secondary school after the end of the summer employment term.
- Working knowledge of processing payment and reporting procedures.
- Previous experience in providing exceptional customer service.
- Demonstrate organizational and interpersonal skills.
- Ability to work in a team environment; accept and follow verbal and written instructions.
- Proficient in Microsoft Office and computer applications.
- Must be comfortable working around water.
- Must have a demonstrated ability to swim.
- Must be able to lift 30 lbs.
- First Aid and Level "C" C.P.R./AED is considered an asset.
- Knowledge of marine radio communications is considered an asset.
- The Lifesaving Society Bronze Cross Certificate is considered an asset.
- Boaters Operating Card License is considered 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:**

Student, Non-union.

### **Wage Rate:**

\$18.93 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](https://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.

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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