



Career Opportunity – Internal/External Posting

Marina Ramp Attendant Community and Development Services

Position Summary:

Reporting to the Marina Supervisor, the Marina Ramp Attendant supports the overall ramp operation by greeting the public, providing information, collecting fees, monitoring truck and trailer parking, and providing excellent customer service to all marina guests.

Key Responsibilities:

- Maintain excellent customer service and build rapport with boaters and all marina guests.
- Compares sales totals with credit machine to ensure accuracy and secure all funds.
- Maintain daily cleanliness of the boat ramp grounds, surrounding areas, and parking lot.
- Pickup litter and weeds along the break wall and docks, as well as seaweed and dead fish removal from ramp and parking lots.
- Direct vehicles within the parking lot, with emphasis on safety and making the most efficient use of available parking spaces.
- Maintain clear written records pertaining to any situations requiring action.
- Monitor and collect fees from fishing tournament groups.
- Report unsafe activities in the parking lot or ramp area to the supervisor.
- Participate in staff orientations and in-service training.
- Ensure implementation of all preventative maintenance programs set forth by the supervisor.
- Complete all daily, weekly and monthly checklists assigned by the supervisor.
- Record, monitor, sell and collect ramp fees/passes from boaters using launch facilities.
- Assist with cost-saving measures for the boat ramp or other marina operations.
- Frequently required to spend several hours standing, sitting and walking in various weather conditions.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge and Skills:

- Must have a secondary school diploma or equivalent GED, or post-secondary education.
- Must have a working knowledge of cash handling and reporting.
- Must have previous customer service experience.
- Must have demonstrated ability to swim.
- Previous marina or boating experience is considered an asset.
- Knowledge of Marine Radio Communications would be an asset.
- Must be able to work in various weather conditions.
- Must obtain a satisfactory police clearance upon hire.

Hours of Work and Working Conditions:

30-35 hours per week. Evening, weekend, and holiday hours are a requirement.

Employee Group:

Seasonal, 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

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