



## MUNICIPALITY OF NORTHERN BRUCE PENINSULA JOB DESCRIPTION

<b>POSITION:</b>	Harbour Master Assistant (Union)
<b>LOCATION:</b>	Lion's Head
<b>DEPARTMENT:</b>	Facilities, Parks and Recreation
<b>REPORTS TO:</b>	Harbour Master
<b>SUMMARY:</b>	Fulfills the duties as described below
<b>PURPOSE:</b>	To assist the Harbour Master with supervision of all land and water areas of the harbour to ensure the safe conduct and enhanced appearance of the harbour, marina and its associated operations

### **EMPLOYMENT**

**TIMEFRAME:** May to October – Approximate Timeframe

### **DUTIES:**

- Carry out daily harbour operations such as maintenance and upkeep of all harbour buildings, fish cleaning station, including public washrooms and showers, and docking areas;
- Operate cash register and reconciles monies as required;
- Fuel boats and empty pump-outs;
- Assist boaters with docking ensuring that boats are secured satisfactorily;
- Identify infractions and issues and advise supervisor immediately;
- Greet and welcome guests and boaters;
- Address inquiries and provide information when necessary;
- Carry out circle check inspections of harbour area, buildings and docks;
- Maintain grounds as required (ie. grass cutting, wedding, raking, planting, flower bed maintenance, watering, fertilizing, etc.);
- Sweep harbour area;
- Remove garbage;
- Inspects harbour to identify berthing and other issues for corrective action
- Maintains radio communications with regards to navigation within the harbour limits
- Assist with minor dock repairs when required.

**OTHER:**

- Attends and participates in staff meetings as required;
- Complies with all policies and procedures of the Municipality;
- Adheres to the regulations of the Occupational Health & Safety Act of Ontario;
- Performs any other tasks as assigned by management from time to time.

**HOURS OF WORK:**

- Seasonal Position, minimum 35 hours work week, irregular shifts including evenings and weekends
- Required to be on-call, on an "as needed" basis

**WAGE RATE:**

- \$20.49 per hour start rate as of January 1, 2020 (as per Ontario Public Service Employees Union Local 266 Collective Agreement, 2020-2022)