

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

JOB DESCRIPTION



Marina Attendant

Department	Marina
Job class	Off Grid – Min. Wage
Last Updated	March 2022

PRIMARY FUNCTION:

The Marina Attendants are Ambassadors to the Island community. Assistants working at the marina welcome visitors to St. Joseph Island by boat or by car, providing local information about community events, sites of interest, historically significant sites, places to stay, eat, see and things to do. The Marina Attendants are responsible to ensure the safe and clean operation of the Richards Landing Municipal Marina in accordance with municipal objectives and policies relating to customer service, tourism attraction and the environment, and Provincial and Federal regulations regarding fuel operations and licensing, and Great Lakes Protection measures. Assistants provide excellent customer service to boaters and marina patrons by assisting with dockage, fueling, pump outs and boat launch and landings, cash management, cleaning and maintaining equipment and the grounds, and participating in the maintenance and upkeep of the facility from spring to fall. Marina Assistants also play an important role in keeping the downtown area clean, litter free, and maintained for the busy tourist season by grass cutting, painting decking and decorative structures, planting and maintaining flower beds and gardens, emptying garbage containers, repairing signage and painting weather worn structures.

REPORTS TO

- Marina Manager

DIRECTION EXERCISED:

- N/A

MAJOR EQUIPMENT OPERATED

- Gas pumps, pump-out, point of sale machine, cash register and debit machine
- Yard maintenance equipment
- Hand tools
- VHF Radio
- MS Excel, Outlook, various computer programs and internet.

RESPONSIBILITIES

- Daily checks at marina and other local sites of interest in and around Richards Landing, ensuring that public facilities are open, clean, well-stocked, and report any deficiencies or vandalism which may have occurred overnight to any structure.
- Perform opening and closing procedures covering the marina office, laundry, public restrooms, Township facilities, including inventory and cleaning.
- Cash handling, use of cash register and debit/credit terminal.
- Conduct VHF radio communication with boaters and provide slip information which includes taking bookings and scheduling seasonal and transient slips and boats.
- Assist with launching, docking, securing, and fueling of vessels in a safe, efficient, and friendly manner.
- Assist with preparation for events taking place on Marina grounds.
- Uphold Marine Clean priorities regarding spill response procedures.
- Regulate vehicle, ramp, and boat traffic to ensure adequate parking lot access.
- Ensuring high standard of cleanliness are kept in marina grounds, especially in the office and washroom areas.
- Ensure that Occupational Health and Safety regulations and policies are consistently followed regarding protection of staff and use and storage of chemicals.
- Provide exceptional customer service to promote the marina and the community, local products and services, and local business.
- Performs other duties as may be assigned by the Marina Manager.

QUALIFICATIONS

- Familiarity with Richards Landing, St. Joseph Island, and the North Channel.
- Experience in the marine/tourism/hospitality sector would be an asset.
- Excellent interpersonal and customer service skills to deal with the public in a variety of circumstances.
- Self-direction and the ability to take initiative and work independently
- Current valid driver's license or reliable transportation to and from work
- Knowledge of safe boat handling, docking, and fueling procedures
- Knowledge of TSSA regulations regarding Fuel Handling/Fuel Operators
- Physically able to perform infrastructure and lawn maintenance duties which may require lifting.
- Must have or be willing to obtain WHMIS Certification, Valid First Aid and CPR, Pleasure Craft Operators Certificate and VHF Radio Operator Certificate prior to beginning work. (Will be provided)

HOURS OF WORK

The Marina Attendants will be required to work 35 hours per week. Weekend and evening shifts are required. The Marina is open 8 am to 8 pm daily during peak season.