



## JOB POSTING

### Harbour Master – Contract Position

#### Competition #2024-16

The Town of Penetanguishene is a picturesque community with a population of approximately 10,000 located on the southerly tip of beautiful Georgian Bay. This role is a new, unique opportunity for that individual that loves the outdoors all year round. This position is responsible for the successful operation of the Historic Port of Penetanguishene as Harbour Master for the operating season from mid-April to November 1<sup>st</sup>.

Reporting to the Director of Recreation and Community Services, this position provides direction to seasonal wharf staff in a dynamic, fast-paced environment ensuring compliance with Town by-laws, policies, procedures, and established rules and regulations.

#### **Responsibilities:**

- Oversee the day-to-day operations and ensuring safe mooring of vessels and assisting boaters.
- Maintain a safe and clean environment throughout the harbour, grounds, and marina facilities.
- Participate in hiring, training, and performance management of seasonal staff.
- Oversee staff scheduling to ensure appropriate coverage of wharf operations.
- Maintain all required records pertaining to the operation of the Town Dock.
- Ensure all applicable fees are collected in accordance with the Town of Penetanguishene Fee Schedule and deposit with the Finance Department in accordance with accepted Municipal Accounting procedures.
- Seasonal installation and winterization of the docking system, launch ramp kiosk and Tourist Information Centre.
- Assist and be responsible for reservations of the dock facilities including assignment of slips, collection of applicable fees, and record keeping of associated slip rentals on a daily basis.
- Assist the Administrative Assistant with management of the boat slip wait list.
- As required, submit various reports on the operations of the Town Dock to the Director of Recreation and Community Services.
- Responsible for overall daily maintenance, complete minor repairs or source contractors or suppliers.
- Provide recommendations to the Director and Facilities Manager on larger repairs or capital planning.
- Ensure that all rules and regulations for the use of the docks, parking lot and launching areas are being enforced with the assistance of the Southern Georgian Bay O.P.P. Detachment or Municipal Law Enforcement Officer as required.
- Serve as a Municipal Law Enforcement Officer with respect to the enforcement of the Municipal Traffic/Parking By-law, Fishing and Swimming By-laws for the Town Dock.
- Liaise with commercial operators, recreational and transient boaters and make recommendations regarding agreements.
- Monitor wharf and Tourism Information Centre (TIC) operating budgets and ensure expenditures remain within budget.
- Assist Director with TIC operations.

#### **Required Qualifications:**

- Experience at a marina or similar operation
- Supervisory experience with demonstrated ability to organize staff and operations, including documentation.
- Excellent interpersonal and customer service skills

- Knowledge of proper cash management skills and procedures
- Good time management skills
- Knowledge of basic maintenance repairs and ability to use small tools.
- Working knowledge of Occupational Health and Safety Act
- Must have Emergency First Aid and CPR Certificate
- Must have a license to use a VHF Radio
- Must provide Police Record Check and Vulnerable Sector Screening prior to employment.
- Must have a valid unrestricted Ontario Driver's License Class "G" and access to reliable transportation.
- Must hold a current and unrestricted Pleasure Craft Operator's Card
- Must have basic Microsoft Office and Internet skills, Word, Excel, Outlook would be an asset.
- Bilingual (English and French) would be an asset.

**Working Conditions:**

This position requires outdoor work, which may be in inclement weather. Shift work as well as working on statutory holidays may be required. The incumbent will work alone during periods when seasonal staff have not yet commenced as well as at the end of the season when seasonal staff have completed their term. This position includes continuous standing, lifting and vigorous movements.

**Compensation:**

The rate of pay for this position is: \$34.48/hr based on a 40-hour work week.

Interested individuals are asked to forward their resume and cover letter no later than 4:30pm on March 29, 2024, to the Human Resources Department vis email [hr@penetanguishene.ca](mailto:hr@penetanguishene.ca).

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will only be used for candidate selection. The Town will accommodate materials or processes required based on the individual's needs upon request in accordance with the Integrated Accessibility Regulation