



External Job Posting
Town Dock Attendant
Competition #2024-07

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. Reporting to the Wharf / Harbour Master, the Town Dock Attendant will assist and maintain the daily operations of the Town Dock including launch ramp operations and parking facility operations in good condition (safe and clean) for public use.

Duties include but are not limited to:

- Ensure a high level of customer service.
- Monitor daily and overnight boaters and collect the appropriate fees.
- Assist boaters who may be launching or mooring their boat.
- Direct launch and parking activities to ensure that efficient flow of traffic and maximize use of parking space.
- Act as a community ambassador when greeting transient boaters and provide information on services available in the Town.
- Assist the Supervisor in all aspects of operations including wharf maintenance.
- Grounds maintenance including grass cutting, litter clean up and the removal of geese waste.
- Basic gardening including watering, and the weeding of flower beds and general grounds.
- Sweep launching ramp and keep free of debris and keep the dock area free of seaweed and debris.
- Clean washrooms, showers, and office as instructed.
- Keep a log of all boaters and fill out a small questionnaire with overnight boaters.
- Sell seasonal/daily passes to launch ramp/parking lot facilities and issue transaction receipts.
- Support Community events from time to time
- Other duties as assigned.

Required Qualifications:

- Current certification in Standard First Aid and CPR Level C
- Bilingual in French and English is an asset.
- Class 'G' Driver's License is an asset.
- Working knowledge of WHMIS is an asset.
- Provide a Vulnerable Sector Screening / Police Record Check prior to start date.

Compensation: The current pay for this position is minimum wage with 4% vacation pay, based on a 35-hour workweek.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on February 11, 2024** to the Human Resources Department by email 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.

