

## City of Pembroke

### **Marina Supervisor (Student) Job Summary**

Parks and Recreation Department

Reporting to the Recreation Programmer and/or Program Assistant

Rate of Pay - \$20.00 per hour

#### **Education, Skills, Abilities:**

1. Current First Aid and CPR level "C" certification;
2. Must display effective interpersonal, communication and customer service skills;
3. Must be comfortable in and around water;
4. Capable of operating a cash register, handling cash, deposit slips and bank deposits;
5. Self-motivated and able to work with minimal supervision; and
6. Capable of operating all equipment at the facility and have basic maintenance skills.
7. Education or experience in Recreation or Public Relations or Communication an asset.

#### **Responsibility:**

Reporting to the Recreation Programmer/Program Assistant, to supervise and provide direction to the summer staff at the Pembroke Marina and efficiently carry out the day-to-day requirements for the orderly administration, maintenance and operations of the Pembroke Marina. Act as a Tourism Ambassador, welcome visitors and the general public in a friendly and courteous manner and to provide tourist information when requested.

#### **Duties:**

1. Keep administrative building, other Marina facilities and ground areas cleaned and maintained in accordance with the posted task checklist(s);
2. Complete boat slip agreements, assign slips, maintain internal overhead docking board and keep accurate records of all boats in the marina at any given time;
3. Keep marina basin clean of deadheads and other obstacles, keep docking area clean and adjust chains as required;
4. Paint and mount name tags and slip numbers as required;
5. Monitor the boats moored in the marina to ensure their security – well tied and free from vandalism;
6. Accountable for selling supplies, collecting fees, handling cash, and maintaining daily deposit slips and balance receipts. Complete any other necessary administrative forms as required;
7. Pump gas and perform sewage pump-outs, and take underground fuel tank dips and pump readings daily;
8. Answer the telephone promptly and politely provide information as the need arises;
9. To assist other City employees in daily maintenance and operations as required;
10. Assist in security of overall facilities;
11. Must embody a strong customer service focus and public relations image toward the general public; to welcome boaters and be capable of providing information regarding points of interest and summer activities within the City of Pembroke and surrounding areas.
12. Perform any other related duties as may be required or assigned by your

supervisor.

**Hours of Work:**

Up to forty (40) hours per week, various shifts and hours, including evenings, weekends, special events and statutory holidays.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario driver's licence in good standing and will be required to sign a Confidentiality Agreement. Candidate must supply their own personal CSA approved steel-toed work boots and work clothes.