



The Corporation of the Town of Cobourg

Working Foreperson, Waterfront Operations PERMANENT FULL TIME (EXTERNAL POSTING C.U.P.E LOCAL 25)

The Town of Cobourg is seeking a Working Foreperson, Waterfront Operations. Working under the direction of the Assistant Manager, Waterfront Operations the position of the Working Foreperson, Waterfront Operations will direct day to day operations of waterfront maintenance and repair including reviewing work orders, evaluating employee performance and overseeing the operation and maintenance of various services provided. This position is also responsible for administration related to the waterfront operations.

RESPONSIBILITIES:

- Identify, review, prioritize and assign work to staff, ensuring materials and equipment are available and onsite
- Schedule appropriate inspections, preventative maintenance and repairs of facilities and equipment
- Administration duties including but not limited to reservations for the campground and seasonal contract creation and allocation
- Ensure that all work is carried out and completed in compliance with all legislation, regulations policies, procedures and standards
- Monitor and maintain housekeeping and vending inventories at prescribed levels
- Resolve effectively operational and customer service issues as they arise and uses political acuity and notify management when appropriate
- Participates in the training and staff orientation for seasonal staff
- Maintain all records and documentation related to inspections, problems, incidents, complaints, maintenance and repairs
- Recommend changes in work organization, methods and equipment to improve efficiency and service
- Take all reasonable and necessary precautions to ensure the safety of oneself, other employees, the public, and any person likely to be affected by the employee's acts or omissions
- Performs other duties such as participating in safety drills and in the use of safety equipment
- Perform other duties as requested by the Manager
- Participate in all training courses made available by or approved by the Town

EDUCATION/EXPERIENCE/SKILLS:

- Secondary School Diploma is required
- Minimum of four (4) years full-time work experience in a municipal waterfront department is required. Including experience in Marina, Campground, Harbour and Dredge operations.
- Thorough knowledge of dock construction and anchoring systems
- Pleasure Craft Operators Card (PCOC) and VHF radio license required and must be maintained throughout employment in this role



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- Must complete training courses in SVOP, SDV-BS, ROC-M & Marine Basic training within 6 months of hire is required
- Strong team skills and leadership qualities are required
- Experience in a supervisory position is preferred
- Excellent verbal and written communication and public relation skills
- Excellent skills in general facility and equipment maintenance and repair
- Computer literacy including experience with data entry, a working knowledge of Microsoft Outlook is required
- Excellent problem solving, judgement and decision making skills are required
- Demonstrated commitment to a safe working environment for staff and patrons and knowledge of and commitment to the Occupational Health and Safety Act and related procedures
- Valid Class G Driver License with a satisfactory drivers record as deemed by the corporation
- Must obtain a Satisfactory Police Record Check upon employment
- Must possess valid Standard First Aid Level A or must obtain within 60 days of hire

WORKING CONDITIONS:

- This position involves a variety of work environments in all kinds of weather conditions.
- This position involves moving and lifting of heavy objects
- This is an hourly position structured around a 40-hour work, including evenings and weekends. Schedule varies as determined by the seasonal requirements of the department
- In case of emergencies, must be prepared to be called out during any twenty-four (24) hour period on short notice, seven days a week

WAGE:

The wage scale for this position is Grade 6B – Outside worker: \$24.87- \$31.09 per hour.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at careers@cobourg.ca no later than **April 16th at 4:00pm**

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.