



Job Posting 25-00

Harbour Attendant Summer Student

The Town of Cobourg is seeking qualified candidates to fill the role of Harbour Attendant for the Summer of 2025.

The primary duties of this position include:

- Perform administrative duties in the Marina area of the Waterfront Operations Department.
- Assist guests and stakeholders with direction and tourism information.
- Perform general cleaning of facility property, buildings & equipment.
- Assist with minor repairs to equipment and facilities.
- Assist in maintaining painted surfaces and keep in good repair.
- Assist in docking vessels, assigning slips and completing Dock-Walks.
- Assist in maintaining marina grounds in an attractive condition.
- Assist with seasonal procedures of the Harbour during opening, operational and closing processes.
- Other duties as assigned.

Working Conditions:

- This position is a summer student position working 40 hours a week as governed by the Collective Agreement and will include weekends, statutory holidays, and afternoon shifts.
- This position involves a variety of moderate level physical labour activities with the majority of the work being performed outdoors at times of intense sun or rain and cold.

The successful candidate:

- **Must possess a valid “G2” Driver’s Licence or higher with a satisfactory drivers record as deemed by the corporation.**
- Must be returning to full time studies in fall of 2025.
- Must possess valid First aid and CPR or be willing to obtain upon request.
- Must obtain a Satisfactory Police Record Check upon employment.
- Ability to walk & stand for extended periods.
- Ability to lift/pull 70lbs on a regular basis.
- Ability to climb ladders up to 20ft. in height.
- Excellent customer service, communication and organizational skills.
- Knowledge and experience in the use of hand and power tools.
- Basic knowledge of carpentry and/or forestry skills.
- Must be a team player.
- Experience driving ATV/Mule/Workhorse preferred.
- PCOC preferred.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs. 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 HumanResources@cobourg.ca. 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.