



# The Corporation of the Town of Cobourg

## Marina Attendant Summer Student

The Corporation of the Town of Cobourg is looking for qualified candidates to fill the role of Marina Attendant for the summer of 2020.

This position will be responsible for assisting in the day to day operations of the Cobourg Marina and other facilities as required. This position will also be responsible for monitoring the condition of marina facilities ensuring that all areas are maintained in a safe, clean and attractive condition as directed by the manager and/or designate.

### Responsibilities:

- Perform administrative duties in the Marina area of the Attractions and Facilities Department
- Assist guests and stakeholders with direction and tourism information
- Deal with cash transactions, reservations and check in processes of marina guests
- Perform re-fueling of gas and diesel on the fuel dock
- 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
- Perform pump-outs to vessels on the fuel dock
- 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

### Required Skills and Qualifications:

- Must be returning to full time studies in fall of 2020
- Must obtain a Satisfactory Police Record Check upon employment
- Must possess a valid driver's license (Minimum of G1)
- Ability to walk & stand for extended periods
- Ability to lift/pull 70 lbs. on a regular basis
- Ability to climb ladders up to 20ft. in height
- Available to be on call as required by the Manager
- Ability to use cash register and databases
- Ability keep work area a tidy and organized at all times
- Knowledge of basic word, excel, computer skills
- Must be a team player
- Above average communication skills
- Experience boating and/or valid PCOC preferred
- VHF Radio license an asset

### Working Relationships:

- Inside the Corporation: Maintain effective communication with department staff and department manager.
- Outside the Corporation: Maintain effective communication with all residents and visitors to the Town of Cobourg while performing marina duties.



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### Working Conditions:

- 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.

### Hours of Work:

- This position is a summer position.
- The regular hours of work are according to the Canadian Union of Public Employees Agreement with occasional overtime.

**Wage:** The hourly wage for this \$14/hr.

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*There will be a mandatory Orientation Day training session in May of 2020. This will be an all-day session running from 9:00 am until 5:00 pm and will include Human Recourses Documentation, HR Downloads, Health & Safety and Student Specific Requirements.*

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Interested applicants should forward their resume in confidence no later than [January 27, 2020 at 12 noon](#) to the attention of:

### Human Resources Department

Corporation of the Town of Cobourg  
55 King Street West  
Cobourg, ON  
K9A 2M2

Fax: (905) 372-8819  
Email: [careers@cobourg.ca](mailto:careers@cobourg.ca)

**\*\*Note all summer student positions are subject to budget approval and will only be hired if approved in the 2020 budget\*\***

*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.*