

The Corporation of the Town of Gravenhurst

POSITION DESCRIPTION

Position Title: Marina Gas Bar Attendant (Seasonal Position)

Area/Department: INFRASTRUCTURE SERVICES – Public Works Division

Reports to: Fleet Foreman or Designate

POSITION SUMMARY

Responsible for safely and efficiently carrying out the day to day requirements for the administration, maintenance and daily operations of the Muskoka Wharf Marina Gas Bar. Act as a Tourism Ambassador, welcoming visitors and the general public in a friendly and courteous manner and to provide tourist information when requested.

DUTIES & RESPONSIBILITIES

1. Operate all aspects of the Marina in a safe, secure and efficient manner.
2. Open/close the Marina/Gas Bar and provide customers with fueling and sanitary pump out service.
3. Take fuel tank dips and daily pump readings.
4. Perform debit/credit transactions, including end of shift transaction balancing, and keep records secure.
5. Assist customers requiring docking needs.
6. Keep Marina office, washroom(s) and ground areas clean and maintained to ensure the buildings, docks and property are tidy, clean and professional in appearance.
7. Ensure all equipment is kept in good condition and that preventative measures are carried out and documented.
8. Attend training and development as required.
9. Assist other Town employees in daily maintenance and operations as required;
10. Assist with public inquiries and provide friendly, courteous customer service.
11. Assist with special projects and perform other duties as assigned.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: N/A

EDUCATION, SKILLS AND EXPERIENCE

1. Minimum High School Diploma; College or University education an asset
2. Previous Marina Gas Bar experience is considered an asset
3. Ability to demonstrate tact, patience and poise when dealing with the public and effective interpersonal and customer service skills
4. Effective communication skills, both oral and written
5. Pleasure Craft Operator Card, Boat Operators Accredited training and Fuel Safety training is considered an asset
6. Working knowledge and understanding of the Occupational Health and Safety Act and Regulations
7. Ability to work early morning, weekend, evening and holiday hours, as required
8. Ability to work outdoors and in adverse weather conditions

10. Ability to work independently as well as cooperatively as part of a team
11. Responsible for wearing proper CSA approved safety footwear
12. Must work in compliance with applicable legislation, departmental policies/procedures/practices and operational guidelines
13. Willingness to attend job related training and development
14. Physically able to perform all job requirements
15. Valid G license with a clean drivers abstract satisfactory to the corporation (Use of own vehicle may be required)
16. ***A valid, current police background check is required prior to commencing employment***

HEALTH & SAFETY RESPONSIBILITIES

- To learn, understand and practice standard Town operating procedures.
- To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
- To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
- To report any occupational injury or illness immediately to their supervisor.
- To use personal protective equipment, where required.
- To report any contravention of the Occupational Health and Safety Act.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted outdoors and staff will be required to work in adverse weather conditions; must possess tact, patience, poise when dealing with the public and other employees and must demonstrate professional behavior at all times.

Physical: Requirement for sufficient physical ability and mobility to work in the outdoors which include lifting, kneeling, bending and prolonged periods of time on your feet, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate equipment.

REQUIRED DATES, HOURS AND RATE OF PAY

Work location

Muskoka Wharf Marina – Steamship Bay Road (Ditchburn Bay, Lake Muskoka), Gravenhurst

Start/End Dates

Starting May for all weekends up to and including Labour Day weekend (with possible extension to October).

Rate of Pay

\$17.63/hr - \$19.84/hr, up to 40 hours per week (weekday, evening, weekend & holiday shifts)

CONTACTS

Incumbent communicates regularly with municipal staff and the general public.

REVIEW/APPROVAL

Incumbent: _____ **Date:** _____

Immediate Supervisor: _____ **Date:** _____

Director: _____ **Date:** _____

Human Resources: _____ **Date:** _____

Affiliation: Non-Union