

POSITION TITLE	Marina Maintenance (PT Seasonal)
DEPARTMENT	Corporate Services
SUMMARY OF DUTIES	General maintenance and repairs to all Marina property and facilities, including the use of heavy equipment and boat handling, and will perform these functions in accordance with established standards operating procedures, department and corporate policies, sound maintenance and facility repair principles & practices, and applicable codes with a focus on quality customer service and continuous improvement processes.
SUPERVISED BY	Marina Supervisor, Assistant Supervisor or Lead/Senior Maintenance Staff
EDUCATION	Secondary school diploma or equivalent facility maintenance or skilled trades training plus knowledge/skills in carpentry, minor plumbing, electrical and concrete.
EXPERIENCE	Minimum 2 years in building/facility maintenance; and preferably with Marina Facility/Yard and boat handling experience an asset.
MAJOR RESPONSIBILITIES	(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements)

Reporting to Marina Supervisor, Assistant Supervisor or Senior Maintenance Staff the seasonal part time maintenance staff must undertake preventative and on-demand routine general maintenance, repairs and installation duties as directed by the Marina Supervisor or designates to all Marina amenities and infrastructure. In addition to the general maintenance duties to Marina amenities and infrastructure, the seasonal maintenance staff also assist with boat handling duties that includes launch, haul out and storage service. Seasonal maintenance staff must also be prepared to safely use all manner of hand and power tools (hand saws, chain saw, drills, hammers, table saw etc.) and able to operate the aquatic weed harvesting boat and trained to use the heavy boat handling equipment that includes a travel lift unit, telehandler unit and hydraulic trailer unit for transporting boats within the Marina yard for storage. In addition they

must be able to install and cradle boats for storage ensuring proper placement of crib/cradle to make certain boats are safely secured for winter storage.

DUTIES:

- General maintenance and repair for the day to day plumbing that includes sink taps, toilets, shower head fixtures, drains and pump out machine;
- The installation of deck boards, floor material, dock repairs, associated carpentry and general repairs to drywall, painting, doors, windows
- Repairs to floor material including the installation of ceramic tile and minor concrete crack repair;
- Replacing door locks and handles;
- Perform all manner of grounds keeping when required with the use of landscape equipment such as a lawn mower, weed cutter and use of the chain saw as required
- Aquatic weed harvesting on a routine and scheduled basis to remove invasive aquatic weeds and harvest them for transport/disposal to the onsite storage area
- Operate the weed harvester boat and cutting system and routinely inspect this piece of equipment in optimal and safe operating condition
- Carry out proper fuel handling, propane, gas and diesel
- Maintain the workshop in clean and safe working order as well as ensure the inventory of tools (both hand and power)
- Change out light bulbs as required throughout the Marina buildings and docks
- Inspect and maintain floatation mechanisms for all docks that includes the strap system, removal and attachment of dock system, secure chain, sleeve and anchoring repairs
- Adjustment or repair as required the cleats, plates, ropes, collars and piling adjustments including canopy care and storage
- Inspect the safety equipment on the docks including ropes, extinguishers and life rings are inspected and in proper position for use throughout the boating season
- Perform all opening and closing season work activities that includes detachment, removal/installation of dock systems using the telehandler unit and ensuring proper storage of dock systems
- Operating all heavy equipment that includes the telehandler, hydraulic trailer and travel lift for boat storage handling for launch in the spring and hauling out in the early fall season
- Must understand the proper use and operation of the telehandler unit and all associated detachable parts and systems that includes the forks, winch and trailer hitch systems and bucket unit
- Perform and sign off on all daily inspections on all equipment being used

- Operate and assist in all boat storage applications, which includes operating telehandler using all detachable parts when necessary
- Perform mast stepping and unstepping services for sail boats.
- Operating hydraulic trailer for moving power and sail boats in our storage area
- Operating travel lift machine for launching and hauling out boats
- Perform all storage yard work by installing portable security fencing, stacking blocks and boat stands
- Installing docks (Harbour Master Canal docks, boat ramp, fishing dock, fuel and service docks)
- Basic forklift operation using the forks on the tele-handler for moving sailboat cradles and other loads off delivery trucks (marine supplies, power pedestals, dock floats etc).
- Power washing and cleaning boats during haul-out season
- Installing and removing pavilion curtains and all necessary repairs throughout the season, which includes working at heights
- Carry out all necessary maintenance and adjustment while keeping the equipment in a safe, clean and tidy condition and perform daily circle checks and report deficiencies and if necessary small repairs in a prescribed manner
- Waste management removal and ensure recycle material is properly stored for removal
- Install and remove temporary security fencing for winter storage and special events
- Remove and/or flag obstacles hazardous to the employees and/or general public or that interfere with the safe operation of vehicles or equipment and duly note and report such conditions to the supervisor or designate
- Comply with requirements of the Occupational Health & Safety Act, MOE and all Federal, Provincial and City regulations, policies and procedures
- Must be prepared to lead summer students as requested by the Supervisor or designates in the safe and efficient use, care and maintenance of landscape tools and equipment
- Strong ability to plan and organize work days and to work with little or no supervision as required
- Complete daily activity time sheets; and report variances in daily work plans
- Immediately report vandalism, mechanical difficulties and damage
- Perform other related duties as assigned.

PHYSICAL SKILL AND EFFORT:

Maintenance staff must be prepared for increased mobility, and high level of physical demands moving and lifting equipment as required.

Must be familiar with all matters of water safety and working around water/shoreline using all hand/power tools and heavy equipment, electricity and machinery as noted above.

Demonstrate a sound understanding and working knowledge utilizing all job related tools and equipment but not limited to, line trimmers, gas powered lawn mowers, chain saws, brush clippers, post pounders, leaf blowers, power washer, and all forms of hand tools, rakes, shovels, brooms and hand power tools such as table saw, drills, reciprocating saws, circular saws etc., as well as heavy equipment and aquatic equipment as listed above, in a safe and efficient manner.

INTERPERSONAL SKILLS/CONTACTS:

Incumbent must have good interpersonal skills and customer service skills and be prepared to deal with all manner of internal and external customers.

Must be able to work effectively with co-workers and marina customers and members of the general public at all times and apply 5C customer service policy without fail.

Internal:

Working with co-workers for the purpose of sharing information to complete work assignments and to ensure maintenance matters are addressed for repair immediately and in a timely manner.

External:

Working with marina service providers, dealers or suppliers for the purpose of receiving goods and supplies or ensuring the appropriate service is secured.

WORKING CONDITIONS:

Working conditions are generally outdoors with exposure to outdoor weather elements that are inherent at a Marina and any outdoor work environment, and includes exposure to the sun, wind, rain, dust, loud noise/sound and fuel etc. Normally not required to work beyond the Marina operating hours of business within the prescribed work schedule. This position is deemed to be a seasonal position based on approximately 35 weeks during the operating season from about April to November and may be dependent on weather and work demands.

Environment:

Generally outdoor maintenance work with limited indoor maintenance duties on occasion/as required. Exposure to outdoor weather elements more often than not. All personal protective equipment (PPE) is supplied and must be

CONTROL OVER WORK SCHEDULE: (Working hours, days, schedule)

The incumbent must be prepared to be flexible in scheduling based on a 24h/week, i.e. 8 hour work day x 3 days per week on average OR 6 hour work day x 4 days per week, and/or combination of both. Flexibility may be required on the occasional call-in that may schedule staff beyond their 24 hour work week.

POSITION REQUIREMENTS:

Experience related to the duties listed above normally acquired through the completion of a Grade 12 (SSGD) plus 2 year post-secondary certificate or diploma in Marine/Building Maintenance or closely related field of study or 1 to 2 years relevant Marina experience. Equivalent combination of education and experience

Must possess a valid G Driver's license in good standing. Be prepared to provide a current driver's/operators abstract prior to the start date to confirm their license is held in good standing and that it is not suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years.

Demonstrated experience, knowledge and understanding of tools, equipment and procedures relevant to marina/landscape and building maintenance activities.

Safe Lifting for Marina Operators Certificate that includes certification with telehandler/forklift operation, certification with hydraulic trailer operation, Certification with mobile boat hoist (travel lift) operation, and industrial crane slinger certificate.

Optional - Certification/training in working at heights basic awareness; and certification in chainsaw operation and with fuel handling are an asset. A valid boat proficiency licence, and valid Radio Operator license are an asset.

Effective communication skills, both oral and written, customer service and problem solving skills.

Effective time management and recording keeping skills and flexibility in adjusting between a varieties of duties.

Ability to work with a minimum of supervision and as part of a cohesive team in a safe a reliable manner.

Must be reliable self-starter and undertake all aspects of the job thoroughly and willingly.

Proven knowledge of the Occupational Health & Safety Act and other applicable legislation.

Ability to perform a variety of physical activities including lifting, digging, shoveling, raking and climbing ladders and be able to actively participate in daily activities, working within live parking lot traffic conditions and adverse weathers conditions.

Agreed to:	CAO	_____
	Supervisor/Director	_____
	Employee	_____
Dated:		_____

22/02/2021