



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Jackson's Point Harbour/ROC Attendant

(Job ID#2020.19SS)

Department: Recreation & Culture

Division: Facilities

Location: ROC and Jackson's Point

Status: Seasonal April 6, 2020 – November 30, 2020

Scheduled Hours/Shifts: 7:00 a.m. – 3:30 p.m. or 12:30 p.m. – 9:00 p.m. (up to 40 hours/week)

Number of Positions: 6

Salary Range: \$14.00/hour

Date Posted: February 4, 2020

Date Closing: March 3, 2020

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

To perform all services necessary to maintain the quality of operations, safety and appearance of the ROC Grounds, Bike Park, and Jackson's Point Harbour as well as the interior of all related facilities including but not limited to the ROC Chalet, Jackson's Point Harbour Office, Showers and Washrooms. ***For full job description, please see the attached.***

Minimum Qualifications:

Must be prepared to work flexible hours including days, evenings, weekends and holidays as required; previous Custodial or Bike Park experience an asset.

How to apply:

Please forward your cover letter and resume in confidence by **March 3, 2020** identifying the job title and **ID# 2020.19SS** in the subject line by email to careers@georgina.ca.

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however, only those being considered will be contacted.

JOB DESCRIPTION

POSITION: JP HARBOUR/ROC ATTENDANT – Summer Season

DEPARTMENT: Recreation/Culture/Facilities **DIVISION:** ROC/Harbour

PRIMARY FUNCTION:

To perform all services necessary to maintain the quality of operations, safety and appearance of the ROC Grounds, Bike Park, and Jackson's Point Harbour as well as the interior of all related facilities including but not limited to the ROC Chalet, Jackson's Point Harbour Office, Showers and Washrooms.

SUPERVISION RECEIVED:

ROC Operations Lead Hand, ROC Supervisor or designate.

DIRECTION EXERCISED:

None.

WORKING PROCEDURES:

Conducts daily inspection of Bike Park in order to identify hazards, broken/damaged features or unsafe conditions;

Performs repairs to jumps, beams, trails and other trail features as required;

Grooms dirt jumps and pump track using hand tools including hoses, rakes, shovels, pick axe and tampers;

Inspects signage, fencing, grounds and reports defects to supervisor;

Sprays for weeds and spiders with non-chemical solution;

Provides information and other excellent customer service to the public as required;

Performs general maintenance and repairs, using hand tools, leaf blower and other facility maintenance equipment;

Assists with deliveries, installations, and minor renovations as required;

Reports any equipment problems or failures to the supervisor immediately;

Ensures cleanliness of common areas, picks up debris, empties trash containers and keeps entire facility trash and litter free;

Maintains restrooms and showers including washing sinks, floors, emptying trash cans, cleaning toilets and stalls, picking up litter, and ensuring adequate stock of restroom provisions;



Sweeps and mops floors; washes windows, walls, fixtures and appliances; vacuums carpeting and dusts surrounding areas to maintain and clean environment;

Responsible for the interior and exterior general maintenance and upkeep of the ROC and Jackson's Point Harbour facilities and properties;

Grooms and cleans beach areas including beach volleyball court, by raking and removing debris and algae as necessary, and assists with any swim/water program set up and posting of necessary marine regulation signs;

Assists with special events and weddings, such as set up;

Other duties as required;

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

Moderate cycling ability;

Working knowledge, understanding and compliance with applicable health and safety legislation and safe work practices;

Ability to respond effectively in an emergency;

Good communication and interpersonal skills to deal effectively with guests;

Good manual and physical dexterity skills; ability to perform heavy lifting on a regular basis;

Ability to work in adverse weather conditions;

Must be prepared to work flexible hours including days, evenings, weekends and holidays as required;

Previous Custodial or Bike Park experience an asset;

