



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Seasonal Waterfront Crew Lead/Weekend Supervisor

(Job ID#2020.12S)

Department: Operations & Infrastructure

Division: Parks Development & Operations

Location: Various

Status: Fridays - Tuesdays (Up to 40hrs/week) (May 1 – October 17, 2020)

Number of Positions: 1

Salary Range: \$26.69/hour as Crew Lead; \$35/hour as Weekend Supervisor

Date Posted: March 18, 2020

Date Closing: March 31, 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:

Oversees and directs the day-to-day waterfront staff. *For full details, see job description which follows.*

How to apply:

Please forward your cover letter and resume in confidence by **March 31, 2020**, identifying the job title and **ID# 2020.12S** in the subject line to careers@georgina.ca

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and 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.

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

JOB DESCRIPTION

POSITION: Seasonal Waterfront Crew Lead/Weekend Supervisor

DEPARTMENT: Operations & Infrastructure

DIVISION: Parks

PRIMARY FUNCTION: Oversees and directs the day-to-day waterfront parks staff.

SUPERVISION RECEIVED: Parks Supervisor or designate

DIRECTION EXERCISED: Provides leadership of Seasonal Waterfront Park staff on weekdays and provides Supervisory oversight of Seasonal Waterfront Park staff on weekends and holidays

WORKING PROCEDURES:

- Provides leadership and supervision to Seasonal Waterfront Park Attendants.
- Prepares work schedules.
- Manages the day-to-day scheduling, organization, coordination and monitoring associated with work of seasonal Waterfront Park Attendants.
- Ensures acceptable Town aesthetic standards of waterfronts and mitigates health and safety risks to public and user groups (including but not limited to garbage collection, parking lot management, beach cleaning, Pay and Display operations)
- Opening and closing parks gates and washrooms
- Makes recommendations for operational changes and/or improvements.
- Manages, motivates, mentors and provides individualized support to seasonal Waterfront Park Attendants.
- Ensures adherence to Town HR policies.
- Ensures compliance with the Occupational Health and Safety Act and other applicable legislation:
 - Enforces the Town's Health and Safety program, procedures and best practices.
 - Implements, conducts, and ensures due diligence of all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

SKILL/KNOWLEDGE REQUIREMENTS:

- Ontario High School Diploma (OSSD Grade12) or equivalent
- Two (2) years' relevant experience, including one (1) year supervisory experience preferably in a municipal environment;
- Ability to prepare work schedules;
- Will be required to take Supervisory training
- Demonstrated ability to exercise sound judgment in determining a course of action or resolving conflict/disputes;

- Excellent organizational, written, verbal communication and effective customer service skills to deal courteously and effectively with user groups, contractors, the general public and staff;
- Requirement to travel to various sites;
- Availability to respond to after-hours emergencies as required (weekends and holidays);
- May be required to work in and withstand adverse weather conditions.
- Willing to work outdoors in inclement weather;
- Ability to perform physically intensive work;
- Current CPR/First Aid certification or willingness to obtain
- Must possess a valid class G driver's licence and a clear Driver's Abstract;
- Must be prepared to work flexible hours including days, evenings, weekends and holidays.