



Town of Midland – Job Posting

Position Title:	Harbour Crew Summer Student
Openings:	Four (4)
Status:	Seasonal/Student Full-time
Department:	Operations – Harbour
Hours:	40 hrs per week (Sunday to Saturday – 7:00 am to 7:00 pm)
Duration:	May 6, 2019 – September 2, 2019
Wage Rate:	\$14.00 to \$ 17.00
Closing Date:	February 24, 2019

The Town of Midland is currently seeking four (4) summer students to assist the Harbour Master with various tasks as they relate to maintaining the Midland Harbour and Town Dock, preserving their integrity and providing excellent customer service. Specific tasks include assisting boaters in and out of assigned berths; collecting boater registration fees and daily maintenance of the floral displays as well as general clean up and labour within the Dock and Harbour.

As our ideal candidate, you are between the ages of 15 and 30, with an interest to gain the skills, work experience and abilities to transition successfully into the labour market. Preference will be given to those enrolled in post-secondary education, experience with various pieces of small equipment (hand tools) and cash handling. You will have exceptional customer service and communication skills along with an ability to work effectively as a member of the harbour team. You will hold a VHF radio license; have knowledge of boating and of Georgian Bay. First Aid/CPR certification would be considered an asset.

A more detailed job description is attached.

APPLY IN CONFIDENCE TO:

Human Resources 575 Dominion Avenue, Midland, ON L4R 1R2

Email: hr@midland.ca

No phone calls please

The Town of Midland is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise the Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. The Town of Midland is a scent sensitive environment and we ask all applicants to refrain from wearing scents should they attend our offices.

Note: We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.



Town of Midland – Job Description

Harbour Crew Summer Student

DUTIES AND RESPONSIBILITIES

- Operation of a VHF radio
- Collect boater registration fees
- Assist boaters in and out of assigned berths
- Perform daily outside clean-up, maintenance and garbage removal
- Daily maintenance of the various floral displays (weeding and watering)
- Perform special maintenance duties such as painting, cleaning/stocking washrooms, re-supplying vending machines/laundromat and harbour projects
- Assist with the Visitor Information Centre tourism duties
- Provide high standards of customer service to individuals using our Harbour
- Ensure all tasks are completed to the acceptable standards and time limits
- Adherence to all Health and Safety Rules and Regulations
- Wear personal protective equipment as required
- Perform other duties as may be assigned from time to time

QUALIFICATIONS

- Excellent communication and customer service skills
- Ability to work effectively in a team
- Certification in First Aid/CPR & WHMIS is an asset.
- VHF radio license
- Ability to process cash transactions & balance cash at the end of each shift
- Some knowledge of boating and of Georgian Bay is an asset
- Knowledge of local tourism amenities
- Knowledge of lawnmowers and line trimmers
- Some knowledge in horticulture (flowers & trees) is an asset

WORKING CONDITIONS

- Approved CSA safety boots **must** be purchased by students and worn at all times
- Staff shirts will be supplied by the Town and **must** be worn at all times
- Work in all weather conditions
- Physical demand requires standing, sitting, lifting, crouching and walking
- Visual attention for health and safety compliance and personal safety while on the job

REQUIREMENTS

- Required to work various shifts throughout the week and weekends
- Available to work from May 6, 2019 to Labour Day weekend in September