



THE MUNICIPALITY OF  
**LAMBTON SHORES**

Position: Part Time (Seasonal) Harbour – Grand Bend and Port Franks  
Department: Community Services  
Reports to: Marina Manager  
Supervises: None

### **1. Position Summary:**

The summer harbour staff work under the direct supervision of the Harbour Master. Day to day duties includes daily interaction with members of the public and marina guests, maintenance and cleaning of harbour buildings and grounds, and other related duties, while ensuring that all health and safety regulations are followed.

### **Principal Duties:**

#### Maintenance

- Maintenance of the marina building and grounds, including but not limited to garbage and litter pickup; washroom and building cleaning; weeding and grass cutting; and plant watering. Minor equipment maintenance is also required.

#### Customer Service

- Interacts with members of the public in a courteous, professional manner.
- Takes transient reservations and assists with boat launch.
- Provides pump outs and fueling services (Grand Bend only).
- Assists with docking boats.
- Cash handling is required and performs cash balances and deposits.
- Radio communication with boaters, other harbours and the Coast Guard.
- Operation of small watercraft as shuttle for marina patrons.
- Other duties as assigned.

### **2. Education Requirements and Skills:**

- Valid G or G2 Ontario Driver's license with a clear driving record is an asset.
- Valid CPR and First Aid training is an asset.
- Ability to work with various small tools and equipment.
- Ability to work with or without supervision.

### **3. Experience/ Work Complexity:**

- Working conditions are primarily outdoors.
- Working hours include daytime, weekend, and some evening work.
- Must adhere to all health and safety practices at all times.
- Works with small equipment including but not limited to grass trimmers, lawnmowers, pressure washers and operation of small pleasure craft.