



Rideau Lakes

EMPLOYMENT OPPORTUNITY - Harbour Master

The Township of Rideau Lakes is seeking an individual for a seasonal Harbour Master position.

POSITION SUMMARY:

The Harbour Master oversees the operation of the Newboro and Portland Harbours while enforcing policies and collecting fees.

EDUCATION / EXPERIENCE / SKILLS TRAINING:

- Grade 12 diploma with demonstrated ability to read instructions, write routine notes and reports, record information, and perform calculations.
- Must have a valid G driver's license and reliable transportation to travel between sites.
- Experience in waste and recycling procedures would be an asset.
- Excellent communication abilities and public relations skills.
- Must have experience in dealing with cash, receipts, and accounts receivable reconciliation.
- Must be responsible and able to work in both a team and individual type environment.

KEY RESPONSIBILITIES

- Collecting parking and dock slip payments and remitting receipts to users.
- Keeping daily and weekly accounting logs to provide to the Manager of Facilities and Parks.
- Providing customer service to boaters/users of the harbours with general inquiries.
- Maintaining the grounds of the Newboro & Portland Harbour sites, Hanna Park/Portland Beach.
- Identifying, reporting and when possible, mitigating safety deficiencies of the docks/grounds.
- Issuing notices of contravention to vehicles/boats who contravene policies/by-laws.
- Performing weekend waste collection at the Newboro & Portland Harbour sites.

The regular working hours for this position are January to April - 8 hours per week (flexible), May 5 to Mid-September, generally Monday to Friday 40 hours per week, some weekends. The annual hourly rate range for 2025 is \$21.23 to 25.83. Applicants interested in the position should send their resume with a cover letter **no later than 4 p.m. January 14, 2025, to:**

Shellee Fournier, CAO
Township of Rideau Lakes
1439 County Road 8, Delta, ON
K0E 1G0
sfournier@rideaulakes.ca

We thank all applicants for their interest, however, only candidates to be interviewed will be contacted.

Personal information collected will be used according to the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Rideau Lakes is an equal opportunity employer, committed to ensuring all candidates can take part in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodation to ensure you can take part fully and equally during the recruitment and selection process.