

# TOWN OF PORT MCNEILL

## JOB DESCRIPTION



**DEPARTMENT:**

HARBOUR

**POSITION TITLE(S):**

Dock Attendant

**REPORTS TO:**

Harbour Manager

**Position Summary:**

Under the direction of the Harbour Manager or Assistant Harbour Manager, the position is responsible for a variety of tasks and duties which require daily interaction with the public. Some tasks and duties may be physical in nature and require the use of simple tools and equipment. Office is open 7 days a week subjecting applicant availability from Sunday through Saturday with a rotating lunch hour and days off schedule.

**Duties and Responsibilities:**

1. Assisting the boating public and visitors:

- Accepting and receiving vessels on the Municipal Docks
- Inventory Control
- Receiving and replying to request for moorage while using a VHF radio
- Assigning and monitoring vessels moorage in a courteous and safe manner
- Monitoring the vehicles parking areas, ramps, and boat launch
- Monitoring and recording vessels moored, hydro usage, location of vessels in the harbour in a concise and timely manner on a regular or as required basis
- Answering inquiries via phone in a polite, timely manner.
- Greet visitors in a respectful, polite, and courteous manner and directing them to the Visitor & Information Service on North Island Amenities.

2. Maintenance:

- Clean up of office and harbour areas, including, windows, washrooms, showers and the docks
- Minor dock maintenance such as re-securing loose planks, painting and pressure washing
- Garbage, debris, and waste pick up along harbour wall, docks and parking areas
- Minor gardening and landscaping care
- Sweeping and cleaning of walkways, sidewalks, and docks
- Assisting with hanging signage using some hand and small power tools
- Other related duties may be assigned

Applications are due by March 31, 2023

Please submit them to: [reception@portmcneill.ca](mailto:reception@portmcneill.ca) or drop off at the Town Office at 1775 Furney Place



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### Required Knowledge, Abilities, and Skills:

- Must be physically capable of carrying out assigned duties in all weather conditions
- Must be able to communicate effectively in both oral and written form in English
- Must be able to exercise courtesy and tact when dealing with other employees and the public
- Must be able to work safely in accordance with WorkSafeBC Regulations and Municipal Personal Preparation Equipment policy
- Be able to work quickly and efficiently on an unsupervised basis
- Be able to work with basic computer programs
- Become familiar with Harbour polices, Bylaws, and other government regulations as they apply to the Municipal Harbour and the Federal Small Craft Harbour
- Be familiar with the Port McNeill area.

### Work Uniform/Attire:

- **Harbour supplies Rain gear, and safety vests.**
- Employees will be required to wear proper footwear including covered toe with ankle support and gloves.  
*\*Steel toes are not required*

### Education and Experience:

1. Be a high school or post-secondary student
2. WHMIS and/or first aid certification would be an asset
4. Customer service experience would be an asset

### Training:

The Town of Port McNeill can train student employees in the following areas:

- WHMIS
- Job Hazard Assessments using Safe Work Procedures
- Compliance with WorkSafe BC Standards
- Work evaluation
- Customer service experience
- Minor oil spill training
- Experience working within local government policies, bylaws, and other Provincial/Federal government regulations

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