

VILLAGE OF HILTON BEACH  
MARINA MANAGER (CONTRACT POSITION)

Applications will be received by the undersigned until Tuesday, September 14, 2021 at 4:30 p.m. for the Contract position of Marina Manager for the Village of Hilton Beach.

DUTIES

- The Manager is responsible for all aspects of the daily operation of the Marina. This is a working position with the performance of all service duties on a regular schedule. This position is 40 hours per week from May 1 to October 31 of each year and weekend work is required;
- The duties are detailed in the Job Description which is available on the Village website at [www.hiltonbeach.com](http://www.hiltonbeach.com) or at the Municipal Office;

QUALIFICATIONS

- Must be able to perform the duties as set out in the Job Description;
- Must have management and/or supervisory experience;
- Must be able to provide a satisfactory Police Record Report

REMUNERATION

- Commensurate with the qualifications and experience of the successful candidate.

All applicants are thanked for their interest but only those persons who are selected for an interview will be contacted. The Village of Hilton Beach is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

Qualified applicants are invited to submit a letter of interest and resume to:  
Peggy Cramp, Clerk-Treasurer, Village of Hilton Beach  
3100 Bowker Street, P. O. Box 25, Hilton Beach, ON P0R 1G0  
705-246-2242; [peggy@hiltonbeach.com](mailto:peggy@hiltonbeach.com)

## **MARINA MANAGER**

### **JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>Marina Manager</b>
<b>REPORTING RELATIONSHIP</b>	<b>Clerk-Treasurer</b>

### **SCOPE OF POSITION**

Responsible and accountable for the daily management and operation of the Hilton Beach Marina and performing all duties as detailed in this Job Description.

**Season:** May 1 to October 31 or as decided by Council

### **RESPONSIBILITIES**

#### **General**

- this is a working position with the performance of all service duties on regular schedule
- maintaining the reputation of the marina as an attractive, clean and welcoming facility offering excellent service
- preparing and maintaining daily opening and closing procedures
- maintaining the safety of staff and boaters
- maintaining the security of all property, records, cash and keys

#### **Supervisory**

- supervising marina attendants;
- planning, organizing, scheduling and co-ordinating of work
- maintaining the quality, accuracy and quantity of work
- giving advice, guidance, instructions, direction
- training marina staff as required

## **Service**

- acting as the prime liaison between the Village and the Marina's customer base of seasonal and transient boaters
- ensuring the provision of the following service, both by staff and by self
  - providing information to boaters on services and events available at the Marina, in the Community and on the Island
  - allocating slips appropriate to size of vessel and availability of slips
  - tying up boats
  - fuelling of boats
  - pumping of waste from boats
  - collecting fees for dockage, ramp use, fuel, power, etc
  - touring the facility morning and evening recording and confirming overnight docking and services
  - using VHF radio including emergency channels
- monitoring parking ensuring that vehicles and trailers are parked in the proper areas
- coordinate with other Village staff for special events

## **Financial**

- supervising and managing the effective recording of sales and collection of revenue to ensure accurate and complete recording of all financial information
- collecting fees, such as dockage, pumpout charges, shower, power and fuel
- programming and using cash register and point of sale equipment including exchange rate for U.S. funds
- issuing receipts for all transactions
- taking and keeping daily accurate fuel records both readings from the fuel pumps and physical dips
- preparing and providing to the Deputy Clerk weekly cash deposits accompanied by appropriate tapes from the cash register
- keeping proper records as required by the Clerk-Treasurer including but not limited to:
  - weekly, monthly and seasonal sales reports
  - opening and closing inventory
  - list of seasonal boaters with boat name and payment information
  - list of seasonal boats for launch and haulout
  - year-end reconciliation of all marina revenue per standard format
- conducting all financial transactions under the direction of the Clerk-Treasurer

## **Maintenance**

- preparing Marina for opening and closing
- inspecting regularly the Marina grounds, structures and equipment and implementing, or cause to have implemented, the repair and maintenance measures required
- maintaining the marina site free of refuse and garbage including the recycling containers
- maintaining the grounds including the cutting of grass and removal of weeds
- doing minor repairs to the buildings, equipment and docks as may be necessary including a weekly check of the anchor chains and all ties
- maintaining equipment: i.e. pumpout system, water hoses, gas and diesel pumps including calibration
- cleaning showers, washrooms, laundry facilities and office. This would include scrubbing floors, dusting, sanitizing, etc. as well as general painting, replacement of light bulbs, fixing a window or door, etc.

## **Administration**

- preparing an annual report for submission to Council including recommendations with respect to additions, renovations and repair of dock equipment and facilities
- completing time sheets for self and checking and signing time sheets for marina attendants
- keeping record of seasonal boaters i.e. names, addresses, boat size and boat name
- ordering retail items: fuel, pop, ice, charts, clothing
- ordering materials to maintain the buildings and grounds
- ensuring the completion of the Mooring Agreement by every seasonal boater
- reviewing the emergency protocol and ensuring that all staff are familiar with the plan and the appropriate action to be taken for various emergencies

## **Coordination**

- with Council through attendance at meetings as required and the provision of reports and input
- with Marina staff as team leader to provide the highest standard of service to the Marina clientele
- with the Deputy Clerk for the efficient and accurate preparation of invoices for seasonal dockage, launch, haul-out and storage as well as general operations of the Marina including deposit of cash
- with the coordinator of the launch and haulout to ensure a safe and efficient operation
- with the Clerk-Treasurer for the operation of the special events

## **WORKING CONDITIONS**

- work is subject to physical hazard, is carried out in all types of weather conditions and is subject to stress and interruptions at all hours including evenings and weekends
- the normal work schedule is 40 hours per week
- overtime is to be the exception and can be banked; banked time may be used with the approval of the Clerk-Treasurer
- overtime to be controlled by the Clerk-Treasurer

## **WORKING RELATIONSHIPS**

### **With Clerk-Treasurer**

- providing information as detailed under “Financial”
- coordinating for special events

### **With Council and Committee**

- attending Council and Committee meetings to provide input on policy and operational discussions and yearly budget needs
- recommending any changes/development in policies or situations that may occur that require clarification of policies

### **With the Public**

- providing excellent customer service; answer public enquiries i.e., tourist information, dockage sites, etc.

## **KNOWLEDGE AND SKILLS**

- ability to work independently
- ability to work under stress and pressure
- ability to perform the physical aspects of the position
- good communication and public relations skills
- ability and willingness to work as a member of a team
- ability to collect, record and report in the proper format financial information ie. dockage receipts
- attend MAST course or equivalent
- possess or obtain a pleasure craft license
- possess or obtain a VHF radio certificate
- possess a valid Ontario drivers' licence and have access to a vehicle
- ability to gain a thorough understanding of fuel pumping and sewage pump-out facilities
- provide a satisfactory Police Record Check prior to being hired
- participate in training courses as required

**ASSETS**

- general knowledge of boats and nautical charts
- knowledge of occupational health and safety act and ensure all aspects are being adhered to
- first aid, CPR, use of defibrillator
- WHMIS course

**IMPACT OF ERROR**

- errors regarding the mix up of fuel and sewage pumpout facilities can be extremely hazardous, ie. explosion and result in a financial loss ie. gas is pumped into sewage tank instead of gas tank on a boat; or wrong type of fuel is pumped, etc.
- failure to ensure that safety protocol is followed can lead to injury or loss of life of staff and/or boaters
- liability claim against municipality and self