

The Town of Cobourg is seeking a full-time casual employee until approximately October 2025 in the Waterfront Operations Department.

The primary duties of this position include performing the necessary duties to facilitate dredge operations and carry out tasks as:

- Deal with cash transactions, reservations and check in processes of marina and campground guests;
- Interact directly with guests, tourists and residents. Inform, educate and serve as ambassadors of the municipality. Perform administrative duties in the Marina and Victoria Park Campground area of the Waterfront Operations Department. Assist Plan, organize & coordinate equipment preventative maintenance & repairs;
- Perform re-fueling of gas and diesel on the fuel dock;
- Plan, organize & coordinate site and pipe set up operations;
- Ferry dredge crew and equipment to and from dredge;
- Supervise appropriate spill response in accordance with applicable regulations;
- Maintenance and daily inspecting all equipment for operational use and reporting malfunctions and repair when needed;
- Collect and dispose of garbage and litter as directed;
- Participate in training courses and/or instructions provided by the Municipality or other authorities, associations or agencies;
- Knowledge of and committed to the Ontario Health & Safety Act and procedure. Takes all reasonable and necessary precautions to ensure the safety and health of oneself, other employees, the public and any person likely to be affected by the employee's acts or omissions; and
- Perform other duties as assigned.

### **EDUCATION/EXPERIENCE/SKILLS:**

- Minimum of high school diploma;
- Valid G license with demonstrated satisfactory record and a clean driver's abstract;
- Knowledge and understanding of computers is required;
- Valid Pleasure Craft Operator Card and/or willing to acquire;
- Very High Frequency Radio license and/or willing to acquire;
- Must obtain a Satisfactory Criminal Record Check upon employment;
- Must possess valid Standard First Aid Level A or must obtain prior to commencement;
- Ability to walk & stand for extended periods;
- Ability to lift 40 kg on a regular basis;
- Ability to climb ladders up to 20ft;
- Ability to work outdoors in inclement weather for extended periods of time;
- Knowledge of mechanical & hydraulic system maintenance & repairs;
- Knowledge of commercial boating regulations;



# Job Posting 25-09

## Casual– Waterfront

- Good swimming skills;
- Knowledge of basic small engine maintenance & repair procedures; and
- Familiarity with boating industry and have general mechanical skills.

### HOURS OF WORK:

- This position will work approximately 40 hours per week.

### WAGE:

The wage scale for this position is as per Schedule B of the Collective Agreement for a Casual Outside worker \$19.08/hr.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than April 10, 2025. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.