

PORT ALBERNI PORT AUTHORITY JOB DESCRIPTION

POSITION: Seasonal Groundskeeper Attendant

DATE: January 8, 2021

1. POSITION SUMMARY

A Seasonal Groundskeeper Attendant conducts their operational duties at Port Authority marina facilities in a safe, responsible and efficient manner. As a representative of the Port Authority, the employee must act and advocate in the best interest of the organization.

2. ORGANIZATION

These positions report to the Manager Marina Services and supervised by the designated Marina Coordinator.

Seasonal positions are not included in the ILWU bargaining unit.

3. ACCOUNTABILITIES

3.1 Safety

Groundskeeper Attendant will maintain safety compliance as per the Safety Compliance Form. The document is to be reviewed, signed and dated by both the employee and the Manager Marina Service or the designated supervisor.

Attendants must advise the Manager Marina Services or designated Marina Coordinator of any safety or security concern as soon as possible.

3.2 Operations and Maintenance Service Deliveries

Groundskeeper Attendant will be responsible for maintaining the overall appearance of the campsites and park. Also will ensure effective service delivery to customers by providing assistance to general public and marina users with direction and information in regards to Port Alberni and surrounding areas.

Groundskeeper Attendant will perform marina and campground related duties as assigned by the Manager Marina Services or the designated Marina Coordinator. Typical duties include but are not limited to:

- Daily marina and campground park quality checks and cleanup
- Ensuring outdoor office area is kept clean and presentable
- Pressure washing walkways, ramps and floats
- Painting
- General grounds keeping operations as assigned by supervisor
- Collecting and removing garbage from grounds and pathways, emptying garbage bins and ensuring all areas of the marina/campground are presentable
- Maintaining campsites, picnic shelters by, repairing and maintaining picnic tables
- Attending to gardens, lawns and shrubs
- Pruning planting and maintain vegetation
- Maintaining a consistent appearance of campsites and general grounds within the park
- Attending to washroom facility cleanliness
- Attending to general dock maintenance as assigned

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3.4 Other Duties

Performs other groundskeeper related duties as and when required

4. PERSONAL QUALITIES

Attendants must exhibit effective work habits with an ability to be innovative and creative with landscaping ideas. They must also be able to adapt to situations within a fast paced, team oriented work environment. An outgoing friendly attitude with excellent interpersonal skills is essential.

Attendants must have good written and oral communication skills and the ability to communicate professionally and effectively with the general public, the Manager Marina Services or the Port Authority's designated supervisor.

Attendants must be comfortable operating groundskeeper's equipment such as weed eater, lawnmower and tractor as required.

WORKING CONDITIONS

Work is generally conducted outside, so exposure to weather conditions is a routine part of the job. Hours of work will be scheduled by the Manager Marina Services or the designated Marina Coordinator. The work schedules will vary and will reflect the operational requirements for that week. The accountabilities of the position require that the incumbent be available for work, evenings and weekends.

All marina staff will be issued PAPA shirts to be worn when at work. PAPA ball caps will be worn if the employee decides to wear a hat.

The use of all forms of personal electronic communication while working is not allowed. Employees can check their personal devices while on break.

I have read and understood this job description.

Name: _____

Signature: _____

Date: _____

PAPA: _____