



Fulltime Marina & Facilities Attendant

The Port Alberni Port Authority is now accepting applications for the position of full-time Marina & Facilities Attendant.

A Marina & Facilities Attendant conducts their operational duties at Port Authority marina facilities, administration & terminals buildings, and any other PAPA facilities in a professional, 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. Primary Responsibilities of the Marina & Facilities Attendant include but are not limited to:

- ensure effective service delivery to customers by providing assistance to general public and marina users with directions and information in regards to Port Alberni and surrounding areas
- cashier – handling of money, cheques and credit cards
- customer check in and check out
- reservations and confirmations
- customer service and enquiries answered promptly
- daily cash outs and corresponding paperwork
- daily marina and campground checks
- delivering messages to customers
- perform ice sales operations
- ensuring office and outdoor office area is clean and presentable
- daily cleaning of office and washrooms
- pressure washing walkways, ramps and floats
- painting
- grounds keeping operations
- maintaining a clear sewer system and operating equipment such as augers, electric eel etc.
- perform routine float and berth inspections
- directing launch ramp traffic and collecting launch fees
- completing minor dock repairs
- collecting and removing garbage from grounds and pathways, emptying garbage bins, and ensuring all areas of the marina/campground are presentable
- conducting janitorial duties such as cleaning fish cleaning tables, public washrooms and restocking of supplies for public washrooms
- maintaining meeting room, picnic tables and shelters by setting up tables and chairs for meetings, and cleaning meeting room after each use
- perform fuel systems inspections
- assist with the training of new staff
- other duties as assigned by the Manager of Marina and Dock+ Operations, the Marina Coordinator, or the designated supervisor
- laundry

The hourly wage will be **\$19.04** per hour plus an attractive Benefits Package, commencing after the probationary period. A valid Driver's License and transportation between facilities is required. Qualified applicants must send a cover letter, resume and three (3) references by **March 1, 2023 via email to:**

Paula Mason
Corporate-Executive Secretary
pmason@papa-appa.ca

Please note: Only those candidates selected for an interview will be contacted.

February 15, 2023