



Seasonal Marina & Facilities Attendant

The Port Alberni Port Authority is now accepting applications for the position of Seasonal Marina & Facilities Attendant, from March 1, 2023 to September 30, 2023.

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 **\$16.20** per hour. A valid Driver's License and transportation between facilities is required. Successful candidates are eligible to apply for the Port Alberni Port Authority Annual Gillian Trumper Memorial Bursary which awards the successful candidate a \$3,000 Educational Bursary. Qualified applicants must send a cover letter, resume and three (3) references by **February 28, 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.

January 18, 2023