



A Natural Attraction

Career Profile Application Form
Assistant Manager of Marina and Waterfront Facilities
(10 Month Contract)

Applications and resumes will be accepted up to 4:30 pm on Wednesday January 24, 2018 to hr@quintewest.ca.

Please Type or Print:

Name:	(First Name or name known by followed by last name)		
Address:	911 Street Address:		
	Apartment/Unit#:	PO Box:	Rural Route:
	City/ Town:		Postal Code:
Telephone:	Home:	Cell:	
	Work :		
Email Address:			

Thank you for your interest in this posting. Please read the following information to assist you with completing this document:

- You will be required to submit a **resume and application** in order to be considered for this position. You also need to include detailed information regarding your related experience.
- Failure to submit your **resume and application** will forfeit your opportunity to apply for this position.

Availability:

I understand this is a contract opportunity?

Yes No

I am available for the duration the boating season which generally runs from April through to October 31st?

Yes No

I am available on an as needed basis during the “off season” of November through March?
Please note, we attempt to provide a 2 month break over these months.

Yes No

I am available for work as follows:

Days Evenings Saturdays Sundays Holidays

Education/Specialized Training/Skills:

This position requires a minimum of a two (2) year Diploma in Hospitality, Recreation or Leisure Studies or a related field. Do you have a minimum of a two (2) year Diploma in Hospitality, Recreation or Leisure Studies or a related field?

- Yes No In Progress

Please indicate the extent of your educational experience:

- High School Certificate Diploma Degree
Diploma
 Masters PhD Other: Please None of
specify: the above

List any specialized training/skills you possess that relate to this position:

Although not required, an asset to this position would be:

Standard First Aid Certificate

- Yes, and valid. Yes, but expired. No, but am willing to work toward obtaining.

AED Certificate

- Yes, and valid. Yes, but expired. No, but am willing to work toward obtaining.

CPR "C" Level (Basic Rescuer) Certificate

- Yes, and valid. Yes, but expired. No, but am willing to work toward obtaining.

WHMIS Training

- Yes. No. No, but am willing to work toward obtaining.

Smart Serve

- Yes. No. No, but am willing to work toward obtaining.

Small Craft Operations Permit

- Yes. No. No, but am willing to work toward obtaining.

Radio Operator Certification, Marine Class (VHF)

- Yes. No. No, but am willing to work toward obtaining.

Ability to Swim

- Yes. No

Swimming Certification. If any please list:

Work Experience:

A minimum of three (3) years of supervisory experience is required.

Do you possess three (3) years of supervisory experience?

Yes No

Although not required an asset to the position would be:

Do you have prior experience working in a marina? Yes No

Experience in all facets of marina operation and recreation. Yes No

Do you possess Marine related knowledge or experience such as:

Boats: Yes No Willing to learn

Boat receiving: Yes No Willing to learn

Knots: Yes No Willing to learn

Buoys: Yes No Willing to learn

Navigation Charts: Yes No Willing to learn

Do you have prior experience working outdoors? Yes No

Do you have prior experience working with the public? Yes No

Equivalency Statement:

Please indicate the amount of time you have spent doing work related to that expected in the role you are applying.

Number of Years:	Number of Months:	Job Title(s):	Employer(s):
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Coop/Placement	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Internship	<input type="checkbox"/> Other - Please specify:		

Licence Requirements:

Although not required, a valid Driver's Licence would be an asset for this position.

Please indicate which of the following Driver's Licence(s) you hold, if any:

Licence Class or provincial equivalent: "G1" "G2" "G" "A"

"B" "C" "D" "Z"

Other: Please Specify:

Duties and Responsibilities:

Duty	Willing	Able	Experienced
Take a Lead Role in the management of the Marina Canteen operation, including but not limited to; Menu, Pricing, Staffing, Stocking	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Take a Lead Role, working closely with the City's Facility Booking Coordinator, in booking, running and staffing of all Marina Special Events booked into the Marina Gathering Hall.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working Closely with the Manager of Marina and Waterfront Facilities, manage the inventory of the Marina, Special Events Bar. Aid the Manager of Marina and Waterfront Facilities with the ordering and timely supply of all Alcohol supplies and the reconciliation of inventory and sales after each event.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
In cooperation with the Manager of Marina and Waterfront Facilities, assist with any marketing and promotion for the Marina and the Fueling Station and cooperate with the local Chamber of Commerce, Downtown Business Associations, Friends of the Trent Severn Waterway and any City departments with respect to the promotion of the marina facilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
As part of a Team consisting of the Manager of Marina and Waterfront Facilities, the Assistant Manager of Marina and Waterfront Facilities, and staff of the Marinas, direct staff to operate, manage and maintain the Marina and Fueling Station for the purposes of a marina for recreational boating only and for the ancillary purpose of selling prepared foods, snacks and confectioneries, as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
With the acceptance of the Manager of Marina and Waterfront Facilities, take a lead role in the scheduling of staff to ensure the Marina and the Fueling Station is open to the boating public and the general public. Ensure that the hours set for operation of either or both facilities aids boaters in accessing the Trent Severn Waterways in a prudent manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Plan, organize and direct staff in the performance of their work in accordance with municipal policies, standards and safety requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Together with the Manager of Marina and	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Waterfront Facilities, respond effectively and efficiently to complaints of staff, Marina users and the General Public and take appropriate action(s) as required.			
In cooperation with the Manager of Marina and Waterfront Facilities, be responsible for the handling of any and all cash transactions that occur while renting slips, selling of confectionary items, gas, oil or any other items sold at point of sale as well as being responsible for the accountability of any on-site cash floats.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain the appearance of the Marina and Fueling Station and the facilities located thereon, including all marina washrooms and shower facilities, in a neat, clean and well-kept manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Together with the Manager of Marina and Waterfront Facilities and staff, help ensure the provision of relevant information and direction to ancillary boating services and facilities in the vicinity (boat launches, fuel, pump outs, winter storage facilities) in cooperation with the Manager of Marina and Waterfront Facilities, shall be responsible for the directing of all marine traffic within the marinas.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: the above duties are representative of a typical position and are not to be construed as all-inclusive or limited to the above.

The assistant manager may be required to:

- **Walking:** Frequent walking on rough or uneven surfaces (Bay Banks, Docks).
Are you willing/able to meet the above physical requirements?
 Yes No
- **Standing:** Prolonged periods of standing and serving public in various roles.
Are you willing/able to meet the above physical requirements?
 Yes No

Acknowledgement of Duties, Responsibilities and Other Requirements:

I acknowledge that I am aware of and in agreement to the duties, responsibilities and other Marina Attendant requirements outlined above. I understand that a Marina Attendant is expected to have pride in their work. I understand that the duties listed above are not to be construed as all inclusive.

Yes

Decision Making:

Duty	Willing	Able	Experienced
The position is responsible for making decisions relative to the efficient and effective management of the marina operations on a day-to-day basis.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
The position will provide timely and accurate advice to the Manager of Buildings and Facilities, Director of Corporate and Financial Services and/or Committees where appropriate and respond to the decisions and direction generated by the same	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supervision:

This position is co-responsible for the supervision and scheduling of Seasonal and Student Marina staff and contractors.

Willing Able Experienced

Work Environment:

This position requires the incumbent to work in the following environment:

- Works both indoors and outdoors, occasionally exposed to extreme or inclement weather.

Are you willing/able to work in this environment?

Yes No

- This work involves wearing a uniform.

Are you willing/able to wear a uniform?

Yes No

- Appropriated personal protective equipment is required.

Are you willing/able to work in this environment?

Yes No

Related Employment:

Instructions:

- Please describe in detail in the ‘information box’ below, your related work experience gained from your most relevant three previous positions.
- Include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience as it relates to the requirements based on this question and the job posting).
- If you missed including details in the ‘information box’ under any of the questions in this section we will not be able to give you a credit for where you answered ‘yes’.

Please include details in the information boxes below for your top three positions where you gained work experience related to the role you are applying for.

Employer:	Job Title (include employment dates):	Related Experience:

Language:

This position requires the candidate to speak, read, write and understand the English language.

Are you able to understand and willing to communicate using the English language as follows?

- Speak Yes No
- Read Yes No
- Write Yes No

Although not required, it would be an asset to this position if the candidate was able to speak, read, write and understand the French language.

Are you able to understand and willing to communicate using the French language as follows?

- Speak Yes No
- Read Yes No
- Write Yes No

Seasonal/Casual Employment:

Are you currently, or have you previously been employed by the City of Quinte West?

- Yes, I am currently employed by the City of Quinte West.
- I have previously been employed by the City of Quinte West.
- No, I have not previously been employed by the City of Quinte West.

Please note that previous seasonal hires must re-apply and have received a favourable re-hire status on the end of season performance evaluation. (Information will be verified at time of consideration).

I understand that the compensation will be paid biweekly during the boating season and during the off season, on an hourly as needed basis?

Yes No

Requirements Upon Hire:

To be eligible to work in this position you must meet and fulfil the following criteria prior to the position start date:

Must be legally entitled to work in Canada. Are you legally entitled to work in Canada?

Yes No

New employees will be required to complete pre-employment medical based on the physical and/or cognitive demands required for a position?

Yes No

Because of the environment this position will be working in, should an offer be extended, prior to the first day on the job, candidates over 18 years will be required to consent to completion of a Criminal Background Check with favourable results. I am aware that successful candidates will be required to complete a criminal background check with favourable results prior to commencement of employment.

Yes No

Must be in possession of and present an official Social Insurance Number at time of hire.

Yes No

For those positions that require a valid Driver's Licence, candidates will be required to consent to the running of and favourable results of a Driver's Abstract in good standing.

Yes No

New employees will be required to complete Health & Safety and other mandatory training on or before their first day of employment, and that other training (including Health & Safety policies) and job specific training will also be required?

Yes No

Please submit only this application form and your resume. Do not include copies of transcripts, licences, certificates, vulnerable sector checks, criminal background checks, Social Insurance Numbers, references, etc.

Yes, I understand that I am only to submit this application and my resume at this time.

Where did you first become aware of this job opening?

- The City of Quinte West website at www.quintewest.ca
- Through our job subscription (signed up for notification when a job was posted)?
- Through <https://www.facebook.com/>
- Through Twitter: <https://twitter.com/>

- Through www.indeed.ca
- Through a newspaper ad. If yes, which one?
- Through a referral? If yes, who:
- Through another source? If yes, where/who:

Disclaimer:

I am aware that Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

Yes

I am aware that, in accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. I am aware that I am to call 613-392-2841 (4515) or email the above if I require an accommodation to ensure participation in the recruitment and selection process.

Yes

Certification of Application:

I certify that the information contained in this application is true and complete to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal.

Yes

Completed by: (block letters):

Signature

Date completed: