



Assistant Manager of Marina and Waterfront Facilities (10 month Contract) Corporate and Financial Services

The City of Quinte West invites applications for the position of Manager of Marina and Waterfront Facilities of the Corporate and Financial Services Department.

The City of Quinte West is a vibrant rural/urban community with over 43,000 people located in Eastern Ontario. Set in a picturesque natural setting, Quinte West is known for being home to Canadian Forces Base Trenton and is now home to the newly built Trent Port Marina located at the mouth of the Trent Severn Waterway.

Purpose & Scope of Position:

The Assistant Manager of Marina and Waterfront Facilities, in co-operation with the Manager of Marina and Waterfront Facilities and the Manager of Buildings and Facilities is responsible for the supervision, management and operation of the Trent Port Marina and the Trent Port Fueling Station. The Assistant Manager in coordination with the Manager of Marina and Waterfront Facilities; is also responsible for ensuring services are provided in an efficient, effective, polite, safe and friendly manner. The Assistant Manager also acts as an ambassador in promoting the Marina and the City.

Education & Work Experience Requirements:

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

A minimum of three (3) years' of supervisory experience is required. See job description for more details

Remuneration:

The compensation for this non-union position is \$26.50 per hour.

Qualified applicants are invited to visit the City of Quinte West website at www.quintewest.ca and complete the application form and email it along with a resume clearly marked: "Assistant Manager of Marina and Waterfront Facilities" in the subject line by **4:30 p.m. on Wednesday January 24, 2018** to: hr@quintewest.ca

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. 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. 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. Please call 613-392-2841 (4515) or email the above if you require an accommodation to ensure your participation in the recruitment and selection process.