



A Natural Attraction

Career Profile Application Form

Seasonal Operator - Marina Attendant

Applications and resumes will be accepted until a qualified candidate is selected and the position is filled 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 am available for work as follows:

Days Evenings Saturdays Sundays Holidays

I am available for the duration of this opportunity that may last from the end of April through until October 31st?

Yes No

Education/Specialized Training/Skills:

This position requires a minimum of a Secondary School Diploma. Do you have a Secondary School Diploma?

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.

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.

Boating Licence

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

Swimming Certification. If any please list:

Other

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

Work Experience:

A minimum of one year experience in customer service is required along with demonstrated interpersonal and team skills are necessary.

Do you possess one years' experience in customer service?

Yes No

Do you possess other Marine related experience such as:

Knots: Yes No Willing to learn

Buoys: Yes No Willing to learn

Boats: Yes No Willing to learn

Boat receiving: 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

Do you have prior experience working in a marina? 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: Licence "G1" "G2" "G" "A" "B" "C" "D" "Z"

Other: Please Specify:

Duties and Responsibilities:

Duty	Willing	Able	Experienced
This position must provide excellent customer service and act as an ambassador for the City of Quinte West.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position is responsible for assisting boaters in docking their vessels at the Trent Port Marina.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position will be responsible for assisting boaters with moving their belongings to and from their vessels 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
This position will be responsible for assisting boaters requiring accessible assistance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position will require the attendant to clean the dock surfaces of unwanted residue.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position will be responsible for cleaning	<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 shoreline of floating debris and refuse.			
This position will require the attendant to clean power pedestals and water spigots on the docks as well help clean the building, the grounds, and the washrooms for boaters and the public. It will also require the attendant to empty the garbage containers on the docks 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
The attendant will be required to remove floating weeds as requested in and around all the slips.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position is responsible for opening and closing of the Trent Port Fueling Station daily.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position will be responsible for opening the safe and counting the float, powering up the computer to activate the Active Net Point of Sale software.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position will be responsible for balancing the cash and preparing the deposit package.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position will be required to learn and use the Active Net POS System for daily operations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position will be responsible for fueling boats, docking boats, and performing sanitary pump outs.	<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 attendant will be required to keep the building, grounds and washrooms clean and presentable for boaters and the public.	<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 attendant will be required to attend all training and development opportunities and ensure compliance with all City standards and safety policy's during their employment with the City.	<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 Attendant will be required to:

- **Bending:** Frequent kneeling, crouching, squatting, cleaning, picking up refuse.
Are you willing/able to meet the above physical requirements?
 Yes No
- **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

Other Marina Attendant Requirements:

Due to the responsibilities of this position Marina Attendant should have physical strength and ability to:

- Perform moderate to heavy lifting, up to 40 pounds (18.26 kg).
Are you willing/able to lift up to 40 lbs. (18.26 kg)?
 Yes No
- Work around Marine conditions including water, ropes, boats and docks.
Are you willing/able to work around and with marine apparatus including water, ropes, boats and docks?
 Yes No
- This position may be required to perform ground maintenance including grass cutting and trimming, gardening and collecting garbage.
Are you willing/able to perform grounds maintenance, grass cutting, trimming, gardening and waste collection?
 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

Work Environment:

This position requires the Mariana Attendant to work in the following environment:

- Works outdoors most often, 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 am aware that I am applying to a seasonal opportunity.

- Yes
- No

I am available for the duration of this opportunity that may last from the end of April through until October 31st?

- 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

Have you ever been convicted of a crime for which a pardon was not granted?

- 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: