

**TOWN OF PORT McNEILL  
HARBOUR  
JOB DESCRIPTIONS**

**POSITION TITLE:**

**Harbour Summer Staff Position**

**REPORTS TO:**

**Harbour Manager**

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**Position Summary:**

Under the direction of the Harbour Manager or Assistant Harbour Manager, the position is responsible for a variety of tasks and duties which require daily interaction with the public.

**Duties and Responsibilities:**

1. Assisting the boating public with various operations, such as receiving and replying to requests for moorage while using a VHF radio, assigning and monitoring vessel moorage in a courteous and safe manner.
2. Monitoring the vehicle parking areas and boat launch; ticketing vehicles.
3. Receiving and processing moorage payments, be familiar with harbour policies, by-laws and other government regulations as they apply to the Municipal Harbour and the Federal Small Craft Harbour.
4. Monitoring and recording vessels moored in the harbour in a concise and timely manner on a regular or as required basis.
5. Ability to work quickly and efficiently on an unsupervised basis.
6. Basic maintenance duties will include clean up of office areas and harbour areas, some painting and minor maintenance such as re-securing loose planks, and weed and grass removal.
7. Ability to operate a small harbour skiff with outboard and ability to use a pressure washer is preferred, but not required.
8. Ability to work with a basic computer programs.