

TOWN OF COMOX

CLASS SPECIFICATION

CLASS TITLE: FACILITY & MARINA CARETAKER

NATURE AND SCOPE OF WORK

Under the general direction of the Asset & Facility Manager, the Facility & Marina Caretaker is responsible for the operation and integral maintenance of the Municipal Marina, its surrounding assets including the pier, boat ramp, view points, Sail and Marine Services Building, and to assist as needed in project work and asset maintenance throughout the Town's facility portfolio. Standard work week (Mon-Fri) may be modified during the peak summer months season and additional weekend work may be required for special events.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Daily checks of berths to ensure there is no unauthorized berthage, boats are secure, electrical usage is validated to assigned users, and ensuring there are no safety issues.
- Ensure adjacent Town owned assets are operated in an optimal and user-friendly manner.
- Assignment of berthage to new tenants and the reassignment of berthage to existing tenants.
- Arrangement of sub-lets and prompt notification of sub-let arrangements to marina clerical staff.
- Arrange transient moorage.
- Anticipatory and proactive maintenance of the Municipal Marina and marina ancillary buildings and assets.
- Assist with co-ordination of special events within Marina Park.
- Ensure the marina area is kept in a condition reflective of a professionally administrated marina and to Town of Comox standards.
- Perform other duties relating to their position as may be assigned from time to time.
- Act as the Town representative on boards and councils as needed.

REQUIRED KNOWLEDGE AND SKILLS

- Experience in a working marina environment.
- Possess a valid BC Class 5 Driver's License.
- Completion of Grade 12 with post-secondary education in a related field.
- Construction and mechanical skills are required to assist in project work, construction repairs and maintenance throughout the facilities portfolio.
- Excellent working knowledge of docks, pilings and float systems.
- A positive attitude in dealing with the public and Town staff.

- Knowledge of safe marine requirements and procedures, and the willingness to keep informed of current standards.
- Excellent written and oral communication skills.
- Ability to keep accurate and detailed records.
- Able to maintain good working relationships with all marina users, boat ramp users, surrounding marinas, local businesses, special interest groups and park users.
- Experience managing public events.
- Occupational First Aid Level 1.

ADDITIONAL ADVANTAGEOUS SKILLS AND TRAINING:

- Pleasure Craft Operator Card (PCOC)
- Small Vessel Operator Proficiency (SVOP)
- HAZMAT spill response training