



External Posting

FACILITY & MARINA CARETAKER COMOX MUNICIPAL MARINA

The Town of Comox is seeking a resourceful Facility and Marina Caretaker with experience in a working marina environment to oversee the operation and maintenance of the Municipal Marina and its surrounding assets. This is a permanent full-time (40 hours per week) union position with current rate of pay at \$39.54 per hour plus benefits, and the position includes a three-month probation period as per the current collective agreement (CUPE Local 556). The standard work week (Monday – Friday) transitions during the peak summer months season to a Saturday to Wednesday schedule, and additional work may be required for special events.

Reporting to 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.

Typical Duties & Responsibilities include:

- 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;
- Ensuring adjacent Town owned assets are operated in an optimal and user-friendly manner;
- Assignment of berthage and arrangements of sub-lets;
- Anticipatory and proactive maintenance of the Municipal Marina and marina ancillary buildings and assets;
- Ensuring the marina area is kept in a condition reflective of a professionally administrated marina and to Town of Comox standards;
- Performing other duties relating to their position as may be assigned from time to time.

Required Knowledge & Skills:

- 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;
- Ability to maintain good working relationships with all marina users, boat ramp users, surrounding marinas, local businesses, special interest groups and park users;
- Valid Class 5 BC Driver's Licence; and,
- Occupational First Aid Level 1.

A complete job description is available at www.comox.ca/employment

Qualified applicants are encouraged to submit their resume and cover letter by email to jobs@comox.ca. Applications will be received until **4:00 pm Monday, June 22nd, 2026**.

Competition: 26-26-E

Dated: June 8, 2026

Tel: 250-339-2202

Fax: 250-339-7110

Email: town@comox.ca

Address:

1809 Beaufort Avenue

Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.