

Summer Student (Marina Attendant)

DEPT. OF ENGINEERING & PUBLIC WORKS

CLOSING DATE: Friday, 22 March 2024 at 4:00 p.m.

YOUR OPPORTUNITY

To provide customer service to users of the Marina for the Town of Oromocto by assisting with the day-to-day operations as part of the Department of Engineering & Public Works under the scope of the Building Maintenance and Construction division.

DUTIES & RESPONSIBILITIES

- Be attentive to customer needs and feedback with a focus on excellence in customer service and professionalism
- Assist boaters with general boating requirements including tying and fueling boats on arrival
- Responsible for accurate handling of payments and operating cash register
- Complete paperwork and required counts at the end of the shift
- Ability to work independently with little supervision
- Perform minor repairs to work area as required
- Ensure the docks and equipment are operational at all times
- Maintain general cleanliness of the docks and equipment
- Ability to perform general labour tasks
- Comply with OSHA/WHMIS and environmental regulations
- Other duties may be assigned

Safety orientation and any other specialized training related to the position will be provided.

ELIGIBILITY REQUIREMENTS

- Possession of a current Class 5 driver's license would be considered an asset.
- Must be full-time students, either entering or currently enrolled in post-secondary institutions for Fall 2024. Please include either confirmation of enrollment or proof of enrollment.

HOURS OF WORK

The hours of work are 11:30 a.m. - 8:00 p.m. on a rotational schedule for two (2) employees

Services are provided to the community seven (7) days per week.

Anticipated Work Term: May/early June – September/October (approx. 16 weeks)

WORKING CONDITIONS

Work performed in an outdoor environment. Must be willing to work alone.

APPLYING FOR THIS POSITION

Positions are subject to funding approval and Town hiring policy.

Applicants are to forward a completed Summer Student Employment Application Form and resume to:

Town of Oromocto
Subject: Summer Student Application 2024
Attention: Human Resources
HR@oromocto.ca

Applications can also be received at the Town of Oromocto Municipal Offices
4 Doyle Drive
Oromocto, NB E2V 2V3

Applications must be received no later than the closing date of
Friday, 22 March 2024 at 4:00 p.m.

Thank you for your interest. Only candidates selected for interview will be contacted.

Competition may remain open until all positions are filled.