

## TOWNSHIP OF RIDEAU LAKES JOB DESCRIPTION

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**JOB TITLE: NEWBORO HARBOUR MASTER**  
**DEPARTMENT: PUBLIC WORKS DEPARTMENT**

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**DIRECTLY RESPONSIBLE TO: MANAGER OF FACILITIES & ENVIRONMENTAL SERVICES**

**INDIRECTLY RESPONSIBLE TO: PROPERTIES SUPERVISOR**

### **MAIN PURPOSE**

To oversee the day to day operations at the Newboro Harbour at 77 Lock Road, while enforcing policies and by-laws set by Council and collecting appropriate fees for parking.

### **KEY RESPONSIBILITIES**

1. To assist boaters in the docking and/or launching of their watercraft
2. To meet and greet patrons in a friendly and helpful manner and to engage with all visitors to ensure they are aware of the use of the facility and Township operations
3. To provide information to patrons as required
4. To delegate daily parking spaces for vehicles and watercraft as required
5. To monitor the launching of watercraft
6. To monitor the parking of vehicles and watercraft and collect appropriate fees, as set out by Council
7. **Collect parking and docking fees and record transactions, provide a receipt and reconcile at the end of each day**
8. Indicate on vehicle parking receipts Rideau Lakes (RL) or Parks Canada (PC) parking
9. Reconcile all weekly collected fees and submit to the office
10. Complete the necessary paperwork, as provided by the Township
11. Ensure watercraft is docked in the appropriate slips, as to not to interfere with the comings and goings of seasonal dock rentals
12. Daily litter collection at the Harbour, in the parking lot and along Lock Rd
13. May include minor landscaping and to report any deficiencies to the Township
14. May include weed eating and/or raking
15. Ensure the facility operates in a safe manner while on duty
16. Ensure the safety of all users
17. Wear reflective clothing and steel toed footwear at all times
18. Weed removal from the launch area on a daily basis or as required
19. Daily dock inspections and to report any deficiencies to the Township
20. Complete a dock inspection book, recording date, time and condition of docks
21. Clean the harbour office on start date
22. Complete a timesheet on a bi-weekly basis and ensure that it is delivered to the office at the end of every pay week
23. Sunday Waste and Recycling Collection/Disposal – on Sunday between 4:00pm and 6:00pm the Harbour Master will sit at the harbour with a Township waste collection vehicle and accept properly bagged and tagged household waste and

properly sorted and bagged recycling from island and water access only residents, and place it in the collection vehicle. Following 6:00pm the Harbour Master will deliver the waste and recycling that was collected, to the Delta Waste Site and dispose of it in the proper bins, following proper policy and procedures.

**RULES:**

- Watercraft or vehicles left by seasonal or daily patrons is done so at their own risk
- Watercraft improperly located in the docking facilities shall be left until notification is received by the slip renter that it is improperly docked
- At NO TIME will the Harbour Master move or relocate a watercraft from its improper placement, without the permission of the owner of the watercraft
- At no time shall the Harbour Master bail out a boat
- Use of cell phone will be limited to breaks and quiet time – The Harbour Master will not ignore any visitors to the site

**EDUCATION / EXPERIENCE / SKILLS TRAINING:**

Must have and valid G driver's licence.

Must be physically able to perform repetitive labour tasks such as standing, lifting and hauling.

Must have good oral and written communication skills.

Must have leadership skills.

Must have knowledge of Health and Safety Regulations and other training as provided by the Township.

Must have knowledge of water safety.

Must have the ability to be a team player and to establish effective working relationships with other employees and the general public.

**WORKING RELATIONSHIPS:**

INTERNAL: Manager of Facilities & Environmental Services, Roads Coordinator, Properties Supervisor and other Staff

EXTERNAL: Public, Seasonal Renters

The Public's comments and concerns are to be reported in writing to the Manager.

**WORKING CONDITIONS:**

See Policy Manual.