RED ROCK
A Superior Treasure

TOWNSHIP OF RED ROCK
JOB DESCRIPTION

Job Title	**RECREATION CENTRE – MAINTENANCE CARETAKER**
Reports To	**MANAGER OF PUBLIC WORKS & FACILITIES**

Purpose and Scope

The purpose of this position is to ensure the Recreation Centre and surrounding grounds are properly maintained, conduct general cleaning and custodial duties, coordinate necessary maintenance and repairs, and ensure the facility is locked and secure at the end of each day

Key Responsibilities

- Operate and shut down machinery and equipment associated with the operation of the arena and bowling alley, as directed by the Manager of Public Works & Facilities.
- Carry out minor repairs and routine maintenance of equipment, machinery, systems, buildings, and grounds as directed by the Manager of Public Works & Facilities.
- Perform in-house repairs and maintenance, including electrical, plumbing, mechanical, heating, refrigeration, filtration, carpentry, and painting tasks, within the scope of their knowledge and abilities.
- Assist contractors with repairs, servicing, and maintenance activities as required.
- Conduct routine readings, inspections, and monitoring of ice plant equipment.
- Maintain accurate logs, records, and files relating to equipment, machinery, systems, and building operations.
- Perform general cleaning, custodial duties, and routine maintenance of building facilities and grounds.
- Assist with the installation, maintenance, and upkeep of arena ice surfaces.
- Monitor inventory levels and ensure adequate supplies of cleaning and maintenance materials are maintained.
- Set up and arrange furnishings and equipment for public meetings, programs, and special events in meeting rooms and the bowling alley.
- Set up and put away gym and recreational equipment following scheduled activities and programs, such as pickleball, boot camps, and other fitness activities.
- Collect and process payments for public bowling, public skating, fitness memberships, landfill punch cards, and other applicable services.
- Ensure the facility is properly locked and secured at the end of each operating day.
- Conduct routine building safety and security inspections, including checks of emergency exits, emergency lighting, sprinkler systems, fire extinguishers, gas meters, and automated external defibrillators (AEDs).
- Operate, clean, and perform routine maintenance of the ice re-surfacer

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or tasks. Instead, it is meant to highlight the key responsibilities which may change or new ones be assigned, as required, that contribute to the overall success of Red Rock.

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TOWNSHIP OF RED ROCK
JOB DESCRIPTION

Job Title	**MARINA ATTENDANT**
Reports To	**MANAGER OF PUBLIC WORKS & FACILITIES**

Purpose and Scope

The purpose of this role is to operate and maintain all functions of a marina, fuel dock, greeting all boaters, attend to customer concerns.

Key Responsibilities

- Welcome visitors, determine the purpose of their visit, and provide information, assistance, and directions as required.
- Promote the community, local attractions, and surrounding area to visitors and patrons.
- Complete daily opening and closing procedures for the kiosk, fuel dispensers, and fuel dock operations.
- Conduct multiple daily dock inspections to monitor vessel conditions, slip availability, customer needs, and overall dock safety.
- Maintain clean, orderly, and hazard-free docks, including the removal of bird droppings and other debris.
- Respond to and safely clean up minor spills in accordance with established procedures.
- Complete minor in-house repairs involving electrical, plumbing, mechanical, carpentry, and painting tasks, within the scope of individual skills and capabilities.
- Perform routine maintenance and minor repairs to equipment, machinery, systems, buildings, and grounds as directed by the Manager of Public Works & Facilities.
- Carry out general cleaning, custodial duties, and maintenance of facilities, entrances, and surrounding grounds.
- Monitor and maintain adequate inventories of cleaning, maintenance, and operational supplies.
- Ensure the kiosk building and slip gates are properly locked and secured at the end of each operating day.
- Provide pump-out services to boaters and RV operators upon request.
- Dispense fuel to marina patrons as required.
- Collect dock and boat-launching fees, assign dock slips, administer slip rental agreements, distribute gate keys, and collect applicable key deposits.
- Collect campsite fees and conduct daily inspections to verify site occupancy,

rentals, and availability.
- Process merchandise sales, monitor and report inventory levels, and ensure daily sales receipts are accurately reconciled and submitted to the Township office.
- Conduct daily inspections of the interior of the Marina Centre, including all rooms and the upper mechanical area.
- Use digital technology and software to complete reports, maintain records, and collect operational data accurately.
- Ensure exhibits and displays remain in good working order, troubleshoot issues, and update displays as required.
- Provide training, guidance, and coordination to seasonal marina staff to support effective daily operations.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or tasks. Instead, it is meant to highlight the key responsibilities which may change or new ones be assigned, as required, that contribute to the overall success of Red Rock.

Working Conditions

- Must be available to work flexible hours, including evenings, weekends, and holidays.
- Must be comfortable climbing ladders as required.
- Must be able to stand, sit, or walk for extended periods, including throughout an entire shift.
- Must be able to reach overhead and below the knees, as well as perform bending, twisting, and pulling movements.
- Must be able to navigate sloped, uneven, and slippery surfaces.
- Must be able to work outdoors and tolerate significant exposure to varying weather conditions.
- Must be able to tolerate unpleasant odours associated with wastewater, gasoline, and diesel fuels.
- Must be able to work in environments where hazardous materials, toxic substances, and chemicals may be present.
- May be exposed to elevated noise levels from boat engines and other equipment.
- Must be comfortable working in areas adjacent to deep water.
- Must be able to interact professionally and courteously with community members and visitors, including individuals who may be dissatisfied or upset.

Qualifications

Education and Experience

- High School diploma
- Minimum 2 years' experience in customer service or marina
- Must be willing to acquire a marine radio operators license
- Experience working in a maintenance and/or caretaker role
- Completion of a basic refrigeration course, or willing to acquire
- Experience running an ice plant (Operator B) a definite asset
- Completion of propane handling course

Skills and Abilities

- Strong technical knowledge of marina equipment, ice plant operations, bowling equipment, machinery, and operating systems, including maintenance, repairs, and troubleshooting.
- Demonstrated problem-solving skills and sound judgment, with the ability to work independently and as part of a team.
- Excellent interpersonal, customer service, and communication skills, both verbal and written.
- Proficiency in technology, including digital reporting, record-keeping, data collection, and booking systems.
- Strong organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment.
- Ability to establish and maintain positive working relationships with staff, customers, and the public.
- Knowledge of the local area and surrounding waterways is considered an asset.
- Demonstrated accountability, integrity, professionalism, confidentiality, and discretion.
- Flexible and adaptable, with a willingness to learn and develop new skills, equipment knowledge, and procedures.
- Physically capable of performing the duties of the position, including safely lifting and carrying items weighing up to 50 lbs.