RED ROCK
A Superior Treasure

Red Rock Municipal Office
42 Salls Street, Box 447
Red Rock, ON P0T 2P0
(807) 886-2245

EMPLOYMENT OPPORTUNITY

Position: Recreation Centre/Marina Caretaker
Employment Type: Full Time – Unionized
Location: Township of Red Rock
Salary: $33.42/hr (2026), $34.51/hr (2027)

The Township of Red Rock is currently accepting applications for the position of Full-Time Recreation Centre/Marina Caretaker in the Public Works & Facilities Department.

General Responsibilities include, but are not limited to:

- Provide for start-up and shut down of machinery and equipment pertaining to the operations of the arena, bowling alley and marina including the fuel kiosk.
- Perform minor repairs, preventative maintenance, and general upkeep of equipment, machinery, systems, buildings, and grounds at both locations.
- Perform general cleaning, custodial duties, and routine maintenance of both facilities and their surrounding grounds.
- Safely operate and maintain a variety of equipment and machinery, including lawn mowers, trimmers, pressure washers, ice re-surfacers, and floor maintenance equipment.
- Set up and arrange furnishings and equipment for public meetings, programs, and special events.
- Monitor and maintain adequate inventories of cleaning, maintenance, and operational supplies at both locations.
- 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, fire extinguishers, and automated external defibrillators (AEDs).
- Collect and process payments for public bowling, public skating, fitness memberships, landfill punch cards, campsite fees, boat-launching fees, assign dock slips and other applicable services.
- Use digital technology and software to complete reports, maintain records, and collect operational data accurately.

Recreation Centre Specific Responsibilities include, but are not limited to:

- 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.
- 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.
- Assist with the installation, maintenance, and upkeep of arena ice surfaces.
- Set up and put away gym and recreational equipment following scheduled activities and programs, such as pickleball, boot camps, and other fitness activities.
- Operate, clean, and perform routine maintenance of the ice re-surfacer.

Marina Specific Responsibilities include, but are not limited to:

- Oversee the daily operations and maintenance of the marina and fuel kiosk, including welcoming boaters and visitors, dispensing fuel, providing pump-out services, and addressing customer inquiries and concerns.
- Promote the community, local attractions, and surrounding area to visitors and patrons.
- Conduct multiple daily dock inspections to monitor vessel conditions, slip availability, customer needs, and overall dock safety including maintaining 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.
- Conduct daily inspections to verify campsite 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.
- Ensure exhibits and displays remain in good working order, troubleshoot issues, and update displays as required.
- Train, supervise, and coordinate the work of seasonal marina staff throughout the summer season.

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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Qualifications

Education and Experience:

- Grade 12 education or an equivalent combination of education and experience.
- Completion of a basic refrigeration course, or willingness to obtain the required training.
- Completion of propane handling course, or willingness to obtain the required training.
- Completion of marine radio operators' course, or willingness to obtain the required training.
- Minimum 2 years' experience in customer service.
- Possession of a Valid First Aid Certificate and CPR Certification.
- Experience with boats is an asset.

Skills and Abilities

- Demonstrated ability to work independently as well as collaboratively within a team.
- Previous experience in maintenance and/or caretaker duties.
- Possesses comprehensive knowledge of relevant equipment, machinery, and systems to support effective repairs, maintenance, and troubleshooting.
- Maintains a strong customer service focus, with excellent listening skills and a commitment to addressing customer needs.
- Excellent interpersonal skills, with the ability to establish and maintain positive working relationships.
- Knowledge of the local area and surrounding waterways is considered an asset.
- Strong customer service skills, with a commitment to providing a positive customer experience.
- Highly detail-oriented, with a strong commitment to accuracy and quality of work.
- Ability to manage multiple tasks and priorities in a fast-paced environment while remaining adaptable and flexible.
- Demonstrates a high degree of accountability, integrity, and professionalism, with the ability to maintain confidentiality and exercise discretion
- Previous experience operating an ice plant (Operator B) would be considered a strong asset.
- Proficiency in using technology for digital reporting, record-keeping, and data collection.
- Ability and willingness to work outdoors in varying weather conditions.
- Must be available to work flexible hours, including evenings, weekends, and holidays.
- Must be comfortable climbing ladders as required.
- Meet the physical demands of the position, including the ability to safely lift and carry items weighing up to 50 lbs.

It is anticipated that the position will commence in late November. Applicants are encouraged to send a cover letter and resume by 3:30pm on Friday, November 20, 2026, to the attention of:

Wayne Clyne
Manager of Public Works & Facilities
publicworks@redrocktownship.com
Please include "Public Works Rec/Marina" in the subject line

The Township of Red Rock would like to thank everyone who applies, however, only those selected for an interview will be contacted. Personal information of applicants is collected under the authority of the Municipal Act, 2002, S.O. 2001f c. 25, as amended.