



Locks Attendant (2 required) – Temporary Full-time External Posting

Posting Date: Wednesday, February 13, 2019

Closing Date: Wednesday, February 27, 2019 @ 12:00 NOON

Wage: \$ 17.18 – 18.80 per hour

Classification: CUPE Outside Class 1

With the upcoming summer season, we have an opportunity in our Engineering and Public Works department for **two (2) Temporary Full-time Locks Attendants** (up to 8 months) at the Port Carling locks. This seasonal job is responsible for assisting with the day-to-day operations and maintenance activities of the Port Carling Locks and the upkeep of the surrounding facilities, landscaping and parks.

This job entails shift work and will be required to work some evenings and weekends - averaging 80 hours over a two week period.

Responsibilities of the Locks Attendant will include, but not be limited to:

- Operate the locks, drawbridges and traffic gates at locks and bridge by using electrical controls
- Use and operate all machinery at the locks
- Raise and lower lock water levels by starting and stopping pumps, opening and closing valves, etc.
- Process cash payments from locks patrons and balance daily receipts
- Identify the order and number of vessels passing through locks to ensure the safety of crews and vessels and use the public address system, flags, marine radio equipment and/ or TV monitor to control boats and street traffic
- Maintain records and logs legibly and in detail , as required
- Conduct security checks of area for public safety and to prevent unauthorized entry where necessary
- Perform related duties such as cleaning locks, park and building facilities, sweeping, picking up litter, washing windows, cleaning furniture, grounds keeping etc.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Act as Lockmaster in his/her absence; and
- Perform other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- Minimum Grade 12 education
- Must be able to complete physically demanding work, including work in an outdoor environment
- First Aid Certification would be an asset, coupled with a general understanding of the Occupational Health and Safety Act requirements and WHMIS.
- Full G license.

We would expect that your strengths will include ability to work independently and high level of customer service skills. General aptitude and understanding of minor mechanical/electrical repairs and computer proficiency are also key success factors for this job.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions on our Website before submitting your application.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.
Any questions regarding this posting should be directed to the Human Resources Department.