

External Posting

Posting Date: Thursday, February 13, 2020
Wage: \$ 20.20 – 22.12 per hour

Closing Date: Thursday, February 26, 2020 @ 12:00 NOON
Classification: CUPE Outside, Class 3

The Engineering and Public Works department is currently looking for:

Locks Attendant (Seasonal) **Temporary, Full-time – up to 8 months**

This seasonal job is responsible for assisting with the day-to-day operations of the Port Carling Locks/ Lift bridge and the Port Sandfield Swing Bridge to facilitate the passage of vessels through the locks, and maintenance activities related to the Locks and the general 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 (open/ close gates), lift bridges and traffic gates at locks and bridges by using electrical and hydraulic controls
- Regulate lock water levels by starting and stopping pumps, opening and closing valves, etc.
- Provide courteous customer service to patrons and visitors including explaining operational and safety rules and procedures to ensure safe passage and use of the locks and surrounding facilities
- Identify the order and number of vessels passing through locks to ensure the safety of crews and vessels; use the public address system, marine radio equipment and/ or TV monitor to control boats and street traffic
- Maintain records and logs legibly and in detail , as required
- Collect user and permit fees and process cash payments from locks patrons; balance daily receipts, and conducting inventory checks and replenishment ordering, as required
- Conduct security checks of area for public safety and to prevent unauthorized entry where necessary
- Load and unload equipment and/ or supplies
- Perform maintenance duties such as cleaning locks, park and building facilities, dock maintenance, sweeping, picking up litter, washing windows, cleaning furniture, grounds keeping/ landscaping, etc.

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

- Completion of Grade 12 education and a minimum of six (6) months of related work experience
- 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.
- Must hold a valid Ontario (G) driver's license

We would expect that your strengths will include ability to work independently and excellent customer service skills. An aptitude and general 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, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the “**How to Apply**” instructions on our Website and then submit your application.

[Watch our video](#) to learn more about working at the District!