

External Posting

Locks Master – Temporary Full-Time

Posting Date: Wednesday, January 30, 2019

Closing Date: Wednesday, February 13, 2019 @ 12:00 NOON

Wage: \$ 26.98 - 29.41 per hour

Classification: CUPE Outside Class 6

With the upcoming summer season, we have an opportunity in our Engineering and Public Works department for a **Temporary Full-time Locks Master** (up to 8 months) at the Port Carling locks. This seasonal job is responsible for supervising and participating in the day-to-day operations and maintenance of the Port Carling Locks as well as the upkeep of the surrounding facilities, landscaping and parks, including the oversight of all seasonal staff. It is also responsible for the oversight of general contractors, service providers and external agencies.

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 Master will include, but not be limited to:

- Responsible for the day-to-day operations and condition of the Port Carling locks, Indian River Bridge, James Bartleman Park and the Port Sandfield Swing Bridge
- Supervise and distribute work to assigned locks staff, including providing input to management on work schedules
- Assist in developing standard operating procedures, as well as training staff
- Operate the locks, bridges and traffic gates at locks by using electrical/manual controls
- Raise and lower lock water levels by starting and stopping pumps, opening and closing valves, etc.
- Determine when to initiate action and the methods used to lower water levels (i.e. pumping, sluicing, etc.) to ensure that water levels are maintained within predetermined standards
- Establish the order and number of vessels passing through locks to ensure the safety of crews and vessels as well as utilizing the public address system, flags and marine radio equipment to control boats and traffic
- Assist in the acquisition of required materials, equipment, parts and services and in the preparation of work schedules and documentation for the billing of third parties.
- Maintain records and logs legibly and in detail, as required utilizing appropriate software and formats
- Make minor mechanical repairs to machinery and equipment used in the operation of the locks and bridge; make recommendations on major repairs based on a strong understanding of the mechanical/electrical works
- Manage customer enquiries, complaints and service requests with a high degree of customer service skill
- Conduct cash transactions with patrons and process daily reconciliation and deposits
- Load and unload equipment and/ or supplies and ensure they are properly inventoried in the facilities
- Perform other duties such as cleaning locks and operator's house by sweeping, picking up litter, washing windows, cleaning furniture, raking, gardening etc.
- Accountable for the safety and security of employees and facilities and ensure that employees work safely and in compliance with the relevant statutes and regulations and with the safe work procedures and directives as established by the District.
- Perform other related duties, as assigned

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

- Grade 12 education and five years of related experience or graduation from a two year community college in an engineering or related program with 1-2 years previous experience in a similar field.
- Must be able to complete physically demanding work, including work in an outdoor environment
- First Aid Certification would be an asset, coupled with working knowledge of the Occupational Health and Safety Act requirements, OTM Book 7 and WHMIS

You have sound knowledge of electrical and mechanical systems as well as hydraulics and proficiency with computers and related programs including Excel, Word and Outlook. As this role requires interaction with the public, you will need to utilize your excellent customer service skills to provide information and resolve issues, in a professional manner. Your proven supervisory, organization skills and your ability to travel throughout Muskoka, allows for you to work with minimal supervision.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions 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.