



## EMPLOYMENT OPPORTUNITY

# TRAILER PARK ASSISTANT

**\*RE-POST\***

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### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a **Trailer Park Assistant** to join our Administration for a short-term seasonal contract from May 2021 to October 2021. The Trailer Park Assistant reports to the Trailer Park Manager and is responsible for assisting with operations and grounds maintenance for the trailer park and marina. This position requires excellent customer service skills and a strong work ethic.

### **MAIN RESPONSIBILITIES**

The Trailer Park Assistant will be responsible to:

- Maintain docks throughout the season and repair, secure and/or re-anchor docks in event of shifting due to weather
- Maintain grounds through grass cutting, gardening of flower beds, driveway maintenance, and trash/debris collection and removal
- Assist with minor repairs relating to plumbing and carpentry issues as required to prolong asset integrity
- Ensure laundry facilities and bathrooms are always kept clean and have sufficient supply of toiletries at all times
- Ensure security of all Trailer Park and Marina equipment (ie - lawnmower, mechanized machinery, monitoring) and buildings at all times
- Educate campers/cottagers of their responsibilities towards trash management
- Assist with communicating directives to all campers/cottagers for safety purposes and displaying public notices as required
- Maintain ongoing communication with all campers/cottagers, attending to their needs with a customer-service focus
- Assist in documenting incidents and communicating with OPP relating to incidents as necessary and required by law
- Be aware of and assist with maintaining the register of customer names associated with boats and their dock slips with lot numbers
- Support Trailer Park Manager in maintaining daily records of business operations and duties in their absence

### **QUALIFICATIONS**

- Must be 18 years of age or older
- Grade 12 diploma or equivalent
- Possess a valid Boat License
- Current CPIC
- Current First Aid and CPR Level C
- Basic carpentry, plumbing and small motor repair experience an asset
- Previous maintenance experience, particularly park maintenance experience, an asset
- Excellent customer service skills
- Reliable to work flexible hours, including weekends

**HOURS OF WORK**

Tuesday and Wednesday – 8:30am-4:30pm

Thursday to Saturday – 4:30pm-7:30pm

**REMUNERATION**

\$16/hour

**START DATE**

\*Pending current Government lockdown orders

**APPLICATION DEADLINE**

Posted until filled.

Those interested in applying should submit their resume and cover letter in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.