



## **EMPLOYMENT OPPORTUNITY**

# **TRAILER PARK MANAGER**

### **\*RE-POST\***

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#### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a **Trailer Park Manager** to join our Administration for a short-term seasonal contract from May 2021 to October 2021. The Trailer Park Manager reports to the Director of Finance/Administration and is responsible for overseeing all daily business operations for the trailer park and marina. This position requires excellent customer service and time-management skills and a high degree attention to detail.

#### **MAIN RESPONSIBILITIES**

The Trailer Park Manager will be responsible to:

- Maintain daily records of all operations and duties related to the management of the Trailer Park and Marina
- Prepare and maintain dock schematic including a register of customer names associated with boats and their dock slips with lot numbers
- 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
- Complete minor repairs relating to plumbing and carpentry issues as required to prolong asset integrity
- Ensure laundry facilities, bathrooms, and maintenance equipment are well-maintained and operational to meet customer needs
- Ensure security of all Trailer Park and Marina equipment (ie - lawnmower, mechanized machinery, monitoring) and buildings
- Maintain positive and ongoing communication with customers with respect to all business-related issues
- Communicate directives to all campers/cottagers for safety purposes and display public notices as required
- Document incidents and communicate with OPP relating to incidents as necessary and required by law
- Record financial information on forms provided, collecting payments and issuing receipts to customers as required
- Deliver all financial documentation to the Financial Administrative Assistant on schedule
- Attend annual Pickerel River Trailer Park opening meeting
- Supervise and support the Trailer Park Assistant through mentoring, coaching, and leading project initiatives
- Oversee time and attendance records for Trailer Park Assistant, including approval and signoff of time sheet and time-off requests
- Participate in performance management and progressive discipline processes within Trailer Park Manager capacity as necessary

#### **QUALIFICATIONS**

- Must be 18 years of age or older
- Grade 12 diploma or equivalent
- Possess a valid Ontario Driver's License
- Possess a valid Boat License
- Current CPIC
- Current First Aid and CPR Level C
- Basic carpentry, plumbing and small motor repair experience preferred
- Previous management experience, particularly park management experience, an asset
- Professional and responsible attitude
- Excellent communication and customer service skills
- Willingness to work weekends

### **HOURS OF WORK**

Thursday to Monday - 8:30am-4:30pm - 40 hrs/week

### **REMUNERATION**

\$18/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.