



POSTED: July 25, 2024

## **BEAUSOLEIL FIRST NATION EMPLOYMENT OPPORTUNITY**

### **DOCK ATTENDANT \ TRAFFIC CONTROLLER (1 POSITION)**

#### **INTRODUCTION:**

The **Dock Attendant \ Traffic Controller** will maintain on land operations located on the Christian Island ferry wharf. This will include queue line guiding, delivery pick up arrangements, keep traffic flowing, parking, cleaning area and providing garbage receptacles. Monitor people traffic and ensure safety and security on the wharf site area.

#### **MINIMUM QUALIFICATIONS:**

- Excellent Public Relation skills, including an appreciation of the need for tact and a positive, cheerful and informed approach with the public
- Displays initiative, strong interpersonal skills and high level of organizational skills
- Excellent verbal communication skills
- Ability to work shift work, which includes days, evenings, weekends and statutory holidays, as scheduled
- A valid driver's license is a must as well as possession of a pleasure craft operations certificate is a definite asset
- Willingness to train in various aspects of the job. Such as First Aid /CPR, Security, and Marine shipping regulations pertaining to wharf management.
- Physically fit and able to lift up to 50 lbs.
- Grade 12 to be eligible for required training.

#### **ESSENTIAL DUTIES:**

- Queue line is kept orderly and direct drivers where to line up to maintain order.
- Keep dock clear of obstructions, especially directly where ferry lands.
- Ensure deliveries are picked up by informing respective departments or persons.
- Clean area and direct people to use provided waste receptacles
- Keep people of docked vessels, including swimmers.
- Secure ferries to prevent vandalism
- Direct parking to maintain traffic flow to and from ferry
- Oversee training of other personnel that are to assist with terminal operations
- Handle visitor and resident inquiries and concerns
- Act as liaison between terminal patrons, ferry crews and departments as needed
- Assist with development and implementation of new processes and procedures
- Other related duties as assigned Provides assistance in the preparation of the department's budget and in determining department policies and procedures.
- Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES**

- Resource management principles and techniques as they apply to the Transportation Department as well as ability to interpret, apply and enforce relevant rules, regulations and procedures existing within Beausoleil First Nation Territory.
- Express ideas and information clearly and concisely both verbally and in writing; maintain cooperative working relationships with peers, employees, leadership and the public.
- Strong computer and communication skills including confident public speaking skills

**Duration:** Term Contract, Seasonal

**Closing Date:** **Tuesday, August 6, 2024 @ NOON**

**Hours of Work:** 40 hours per week, shift work, must be available for weekends, evenings & holidays

**Range of Pay:** \$20.00 to \$22.00 per hour; 40 hours per week

**Eligibility:** Due to the nature of the funding sources, you must a Beausoleil First Nation Band Member.

Direct	TBA	Functional	Bruce Marsden Jr.
Supervisor:	Transportation Coordinator	Supervisor:	Capital & Public Works Director

**HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office  
Attention: Human Resources Department  
11 O’Gemaa Miikan, Christian Island, ON, L9M0A9  
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

**Applications must consist of the following:**

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.  
*Your application package must be clearly marked with your name and the position you are applying for.*  
*We thank all who apply; however, only those selected for an interview will be contacted.*