St. Clair Region Conservation Authority

Job Posting

Bring your enthusiasm and energy to the St. Clair Region Conservation Authority. This position provides a great opportunity to gain experience and practice your exceptional professional and customer service skills in meeting the needs of our customers.

**Position Title: Maintenance Foreperson/Gatehouse**

**Competition Number: CA405**

Location: Warwick Conservation Area

Salary: $15.00 - $17.00 per hour

Hours: 40 hours per week; April 13 – October 12

Driver’s License Required: Yes

Automobile Required: No

Required:

- versatile person with experience operating computers, mowers, grass trimmers, hand tools, and performing equipment maintenance
- must be available to work flexible hours including evenings, weekends and holidays
- possess a valid Ontario Drivers licence

Duties:

- operate a computerized point of sale (POS) reservation system including taking reservations, issuance of campsite permits, collection of campground and day use fees, and preparing shift reports
- process transactions that include cash handling
- clean and maintain all facilities in an efficient, orderly, and safe manner
- will be required to perform a variety of maintenance duties such as grass cutting, washroom cleaning, campsite cleanup, and weekly sewage pumping.
- implement the maintenance programs on a schedule as assigned by the Conservation Area Superintendent or Assistant Superintendent
- assist the general public by providing information on policies, regulations, facilities, and general park information
- responsible for maintaining notes and records as required
- operate all equipment and vehicles in a safe and responsible manner
- other duties as assigned by the Conservation Area Superintendent or Assistant Superintendent

Please send a resume and covering letter ASAP noting this position to:

St. Clair Region Conservation Authority
205 Mill Pond Crescent
Strathroy, ON, N7G 3P9 or
FAX: 519 245-3348 or
Email: jobs@scrca.on.ca

Clearly indicate the competition number and position title in the cover letter and the email subject line.
We thank all applicants for their interest. However, only those selected for an interview will be contacted.

The St. Clair Region Conservation Authority is an Equal Opportunity Employer