



THE MUNICIPALITY OF

LAMBTON SHORES

- POSITION TITLE:** Beach Manager
- CATEGORY:** Seasonal
- REPORTS TO:** Parks and Facilities Manager
- SUPERVISES:** Beach Patrol, Beach Maintenance Staff

1. Position Summary

Working under the direction of the Parks and Facilities Manager, the Beach Manager is responsible for the day-to-day operations of the Grand Bend Beach.

2. Principal Duties

- Provides advice, information and administrative support to the Parks and Facilities Manager regarding beach operations.
- Manages and supervises beach maintenance and beach patrol staff. Ensures all employees are working in compliance with health and safety policies and practices.
- Schedules beach maintenance staff and works with the Beach Patrol Captain for scheduling of Beach Patrol staff.
- Primary on-site contact for events and concerts taking place at the Grand Bend Beach.
- Assists in long term planning, development, and maintenance of beach facilities.
- Prepares annual end of season informational report in conjunction with the Beach Patrol Captain.
- Operates the information booth, providing daily customer service to beach patrons.
- Administers support for minor first aid for beach patrons.
- Administers beach loaner programs.
- Assists with the implementation of the Blue Flag program.
- Troubleshoots minor issues with parking meters at the beach parking lots, and if required reports any equipment malfunctions.
- Assists with pre-season start up, including hiring and training seasonal staff, preparing, and cleaning the beach house and washroom facilities, and general preparation of the facility grounds and gardens.
- Assists with communicating beach rules, provincial regulations, and related municipal bylaws to beach patrons.
- Performs ongoing patrols of the beach, reporting or addressing any concerns or hazardous conditions.
- Maintains and files daily logs and records pertaining to Beach Patrol operations.
- Supervises and maintains the cleanliness of all beach facilities and grounds, including washrooms, the beach house, gardens, walkways, etc.
- Occasionally assists with water quality testing and monitoring in conjunction with Lambton Public Health.

- Other duties as assigned to fulfill corporate objectives.

3. Minimum Qualifications

- Demonstrated strong written/verbal communication, analytical and problem-solving skills.
- Demonstrated strong leadership and customer service skills, ability to use sound judgement, ability to deal objectively with staff and the public exercising significant discretion and sensitivity.
- Good working knowledge of Microsoft Office applications.
- Satisfactory Criminal Record and Vulnerable Sector Police Check required.
- Current Standard First Aid with CPR-C.
- Post-secondary education in a related field is an asset.
- Minimum three years' experience in business, parks and recreation, public administration, or related field.
- Experience working in a supervisor capacity.

4. Experience/Work Complexity:

i. Accountability and Decision-Making Authority

- Accountable to the Parks and Facilities Manager for fulfillment of all responsibilities pertaining to the daily operation of the assigned position.
- Must fulfill legislative/regulatory requirements.
- Ability to work with minimal supervision.
- Exercises substantial discretion in carrying out day-to-day activities.
- If necessary, integrates into incident command system with external agencies.

ii. Effort and Working Conditions

- Work a flexible schedule based on an average of 40 hours per week with the ability to work evenings, weekends, statutory holidays and overtime as required.
- May be required to work outside in varying conditions; must be physically capable of working in inclement weather conditions.

iii. Communications / Contacts

- Must work effectively with all staff.
- Requires daily communication with the public.
- Strong public relations, customer services, communication skills both verbal and written.
- Excellent interpersonal skills and ability to build collaborative working relationships.
- Excellent conflict resolution skills to deal with controversial matters.

- Ability to work in a political environment having political acuity to interact with members of Council and staff.
- Ability to maintain tact and discretion, dignity, and respect in handling matter of confidential or highly sensitive nature and to maintain confidentiality.