



# The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

**Title:** Seasonal PGTP Operator

**Reports To:** PGTP Supervisor

**Positions Supervised:** 0

**Effective Date:** May 2025

Position Summary:

The Park Operator shall assist the Municipality in achieving high performance through best practices and excellent customer service at the Port Glasgow Trailer Park. The Park Operator shall be responsible for assisting the Park Supervisor in day-to-day operations of the Port Glasgow Trailer Park, including cleaning buildings within the park limits, groundskeeping and registering transient campers.

Principle Responsibilities:

1. The operator will be required from May 1 to October 31; work schedules may change based on workload and weather conditions.
2. Registering transient campers, collecting appropriate fees, and assigning lots as per park policy.
3. Complete all necessary training such as proper cash handling procedures and adhere to all CAO-established protocols.
4. Maintain records including financial transactions, transient bookings, washroom inspection and cleaning records.
5. Inspect and clean washrooms in the morning and evening daily, with periodic inspection and cleaning throughout the day as required.
6. Maintaining the facilities of the pavilion, dance hall and bingo hall, including trash collection.
7. Assist the Park Supervisor in ensuring that at least one staff member is on duty when the park facilities are made available to the public.

*During the months of May, June and after Labour Day, the services of all park facilities will be made available to the public Monday through Thursday 5 p.m. until 8 p.m. and Friday through Sunday 12 noon until 8 p.m.*

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*During the months of July, August, and including Labour Day weekend, services and the park facilities shall be made available to the public from 12 noon until 8 p.m. unless otherwise arranged with the Park Supervisor.*

8. Assist the Park Supervisor with park operations, as required.
9. Comply with all health and safety practices as they relate to the work, standard operating guidelines and the Occupational Health and Safety Act.
10. Other duties which may be assigned.

#### Working Conditions

- Exposure to the weather, heat, cold, rain, etc.
- Some exposure to hazardous materials
- You will be working with the public, therefore occasional exposure to unpleasant or irate people may occur.

#### Preferred Qualifications:

- Good public relations skills and pleasant demeanor.
- Basic computer skills including knowledge of Excel Spreadsheets.
- Familiarity with groundskeeping equipment (mowers, trimmers, etc.).
- Knowledge of safe work practices.
- Ability to operate with minimal supervision.