



The Long Point Region Conservation Authority is currently recruiting for:

GATE ATTENDANT / MAINTENANCE WORKER

BACKUS HERITAGE, DEER CREEK, NORFOLK, HALDIMAND, WATERFORD NORTH

Position: Gate Attendant/Maintenance Worker

Posting Date: January 28, 2025

Closing Date: February 28, 2025 or until filled

Job Status: Summer Employment

Department: Conservation Areas and Parks

Rate of Pay: \$17.20

Hours of Work: 35 - 40 Hours/Week

Posting No.: 087-25

Position Summary:

The Long Point Region Conservation Authority is seeking thirteen (13) individuals including students and youth for the position of Campground Gate Attendant / Maintenance at our Conservation Area Campgrounds. Reporting to the Conservation Area Supervisor, these positions are responsible for performing routine facility and ground maintenance, and operation of the gate while providing quality customer service. These positions run approximately ten (10) to eighteen (18) weeks in length.

Five (5) of the positions may be funded by Canada Summer Jobs (CSJ). Therefore, applicants applying under the CSJ program are required to be: a Canadian citizen or a permanent resident, or have refugee status in Canada, and be legally entitled to work in Canada; between the ages of 16 and 30 years of age at the start of employment.

Qualifications:

- Knowledge and experience in the use of all types of grounds-keeping equipment required
- Basic computer skills required
- Cash handling experience an asset
- Must be willing to commit to the full duration of the work assignment
- Current Standard First Aid and CPR certification an asset
- A negative Criminal Records and Judicial Matters check (CRJMC) is required (18 years of age or older only)
- A valid G or G2 driver's license is required

Responsibilities:

- Greets and engages with all visitors to provide quality customer service and to give information on the Conservation Area policies, facilities, and general information.
- Perform general cleaning functions on Conservation Area facilities including sanitary duties such as cleaning washrooms and garbage collection, etc.
- Perform general maintenance on Conservation Area grounds including landscaping duties such as grass cutting, trimming of grass and foliage, etc.
- Perform daily gate duties, such as issuing day-use and campsite permits, registering guests, receiving and responding to incoming phone calls, using the reservation system, proper collection of user fees occurring to the Conservation Area, and be accountable to the Conservation Area Supervisor for all such revenues
- Ensure proper cash handling procedures and responsible for daily receipts and sales
- Assist in controlling and regulating visitor access to the Conservation Area
- Perform routine inspections of vehicles, equipment, and machinery before use

- Care and maintenance of Pool and Facilities at Backus Heritage CA
- Open and close facilities as required
- Carry out all assigned duties in accordance with accepted safety practices
- Perform other duties as assigned

Location/Working Conditions:

- One of the following: Backus Heritage Conservation Area, Port Rowan, ON; or Deer Creek Conservation Area, Langton, ON; or Haldimand Conservation Area, Nanticoke, ON; or Norfolk Conservation Area, Simcoe, ON; or Waterford North Conservation Area, Waterford ON
- Varied shifts, must be available to work flexible hours including evenings, weekends and holidays
- All successful applicants must possess their own Green Patch CSA approved safety boots, be able to work outdoors in all weather conditions and with all outdoor flora and fauna
- Available to work the duration of the season
- Some heavy lifting is required

Benefits:

- Free access to LPRCA Conservation Areas
- Eligible to enroll in OMERS pension plan

Term of Employment:

- Approximate Starting Date: Between May 5, 2025 and June 23, 2025
- Approximate Ending Date: September 1, 2025 and September 8, 2025

Application Deadline: Friday, February 28, 2025, or until all positions are filled

To apply: Please send your cover letter and resume in a single PDF or MS Word document addressed to: Nicole Sullivan, Long Point Region Conservation Authority, email hr@lprca.on.ca (Subject: 087-25 Gate Attendant-Maintenance, preferred location name).

The posting for Gate Attendant/ Maintenance Worker is for an existing vacancy.

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Long Point Region Conservation Authority is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.