

JOB DESCRIPTION



Dock Hand

Vessels, Vehicles, Traffic Channels, Facilities, & Utilities Control

SALARY:	\$22/ hr
TERM:	Seasonal. Now until September 30, 2026
HOURS:	Up to 35 hours per week are available. Flexible with hours and start/ finish times.
WORKDAYS:	5 days a week, may include weekends and holidays.
PRE-REQUISITES:	Must be a local long-term resident between 18 and 30 years of age, as this is a requirement for the employment funding we receive. Must have housing and reliable transportation to and from work.

COMPANY OVERVIEW

The Tofino Harbour Authority is a Not-for-Profit Organization, tasked with managing the federally owned harbour facilities at three locations in Tofino: Fourth Street Harbour, Crab Dock (Olsen Rd), and Atleo Dock (Wingen Lane).

Designated a Core Commercial Fishing Small Craft Harbour by the Department of Fisheries and Oceans Canada (DFO), our mission is to provide safe access to Tofino's shores.

While our primary focus is on supporting commercial fishing activities, we also welcome sport fishing, recreational boating, wildlife guiding and our surrounding thriving communities by providing a double wide launch ramp, a landing dock, and long-term boat mooring.

ROLE OVERVIEW

The Dock Hand's primary responsibilities focus on the oversight of all harbour traffic, both marine and ground, and the monitoring and control of harbour activities and use of facilities. Each day starts and ends at the Fourth Street Harbour office at an agreed-upon time. Routine activities break down as follows.

VESSEL MONITORING & CONTROL (50%)

During the summer months, the harbour is buzzing with activity and the Dock Hand serves as the eyes and ears of the Harbour Manager.

- Monitor and keep a detailed record of dock occupancy, vacancy, and usage.
- Perform dock and vessel safety checks.
- Disseminate relevant and timely information to vessel owners and operators.
- Enforce harbour policies.

FACILITIES & UTILITIES CONTROL (20%)

- Monitor and keep a detailed record of shorepower and potable water use throughout the harbour.
- Execute checklists to ensure public safety and minimize usage waste

CONSTRUCTION, MAINTENANCE & LITTER CONTROL (20%)

- Assist the Maintenance Manager, as needed, in carrying out small construction projects, repairs, and maintenance tasks.
- Collect and dispose of litter throughout the harbour and assist with bulk waste management and disposal.

PARKING MONITORING & ENFORCEMENT (10%)

- Monitor harbour vehicle traffic and parking lot use.
- Guide traffic during moments of congestion.
- Enforce boat launch policy and collect user fees.

QUALIFICATIONS

The preferred candidate is driven to perform their duties with appreciation for their contribution to the harbour community. They are self-motivated, organised, task-focused and accountable.

SKILLS & ABILITIES

- Ability to remain task focused while unsupervised for extended periods of time.
- Ability to spot safety hazards in a marine environment.
- Ability to troubleshoot issues and make judgement calls with limited information.
- Ability to lift 40 lbs.
- Ability to work on one's feet and cover extended ground over the course of a work day.
- Ability to work outdoors in all weather conditions.
- Skilled at communicating with the public in a professional and courteous manner in conflict situations.
- Willingness to learn to tie-up boats and use a portable water pump for pumping out flooded vessels.
- Willingness to get hands dirty: pick-up litter, organize garbage and oil disposal shed, and tidy and restock washrooms.

KNOWLEDGE & EXPERIENCE

- Proficient with iOS devices.
- Comfortable with Google Docs and Sheets, Canva, built-in Photo app.

Qualified candidates are encouraged to apply by submitting their resume to manager@tofinoharbour.ca. Please write "*Job Application - Dock Hand*" as the Subject line.

In the body of your email, please answer the following questions:

1. Are you between the ages of 18 and 30?
2. Are you a long-term resident of Tofino or the neighbouring communities?
3. Do you have access to reliable transportation to and from work?
4. When is the earliest date for which you are available to start work if hired.
5. Are you available to work until September 30th?
6. Are you available to work 5 days per week?
7. Are you available to work on weekends, including holidays (long weekends)?
8. What qualities do you possess that make you a strong candidate for this position?
9. In what ways could you add more value to the operations of the harbour?