

**Date:** April 10, 2026

**Job Posting:** Harbour Master - Contract Seasonal (May-October)

**Location:** Parry Sound ON

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Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life.

This role is a new, unique opportunity for that individual that loves the outdoors and Parry Sound's waterfront. This position is responsible for the successful operation of the Parry Sound Town Dock as Harbour Master operating season (May 1<sup>st</sup> – October 31<sup>st</sup>).

Reporting to the Director of Development and Protective Services/Fire Chief, this position oversees the operations specific to the cruise ship industry utilizing the Parry Sound Town Dock, ensuring compliance with Town by-laws, federal/provincial policies, procedures, and established rules and regulations.

## **Responsibilities:**

### Harbour Operations and Supervision

- Oversee the day-to-day operations of the Town Dock and related waterfront infrastructure.
- Maintain a safe and clean environment throughout the harbour, town dock, grounds, and related facilities.
- Perform regular inspections of the Town Dock and area, to ensure lighting is working properly, boats are tied properly and safely, that there are no obstacles on the docks, and safety equipment is working and in place.
- Responsible for overall daily maintenance, complete minor repairs and coordinate any contractors or suppliers.
- Maintain grounds as required (i.e. grass cutting, weeding, raking, planting, flower bed maintenance, watering, fertilizing, etc.).
- Collect and remove garbage/recycling.
- Participate in hiring, training, and performance management of seasonal staff.
- Oversee seasonal staff scheduling to ensure appropriate coverage of Town Dock operations.

### Financial Management and Administration

- Maintain all required records pertaining to the operation of the Town Dock.
- Receive and process payments for Town Dock users.
- Provide recommendations to the Director of Development and Protective Services/Fire Chief on larger repairs or capital planning. Assist the Director of Development and Protective Services/Fire Chief with preparation of capital and current operating budgets.
- Monitor Town Dock operating budget and ensure expenditures remain within budget.
- Ensure that all rules and regulations for the use of the docks, parking lot and launching areas are being enforced.

- As required, submit various reports on the operations of the Town Dock to the Director of Development and Protective Services/Fire Chief.
- Perform other duties as may be assigned in accordance with corporate objectives

## Cruise Ships

- Oversee the logistics, security, operations and ensuring safe mooring of cruise ship vessels for all scheduled calls during the cruising season.
- Key person of contact for cruise ship related activities at the Town Dock facilities including mooring assistance, garbage disposal, security, record keeping of associated crew manifests, passenger lists etc.
- Marine Facility Security Officer (MFSO) for the Town.
- MFSO is responsible for and agrees to undertake all requirements as set out in the Town's Parry Sound Town Dock Security Plan, including (but not limited to) the following:
  - Management of all required Security and Communications Equipment.
  - Management of all required Training, Drills and Exercises.
  - Management of all required Records and Documentation.
  - Management of all required Security Procedures During a Vessel Interface.
- Maintain a safe and clean environment at the secured area of town dock facilities for the duration of each cruise ship call.
- Ensures compliance with any Transport Canada and/or Border Services regulations.
- Responsible for maintaining, overseeing and (as necessary) amending Cruise Ship Security Plan.
- Perform other duties as may be assigned in accordance with corporate objectives

## **Education, Experience, Knowledge, Skills:**

- 10 years of related work experience.
- Experience at a marina or similar operation.
- Excellent interpersonal and customer service skills.
- Excellent time management skills.
- Knowledge of basic maintenance repairs and ability to use small tools.
- Working knowledge of Occupational Health and Safety Act
- Boaters Operating Card License and VHF Radio Operators Certificate would be considered assets.
- Must have Emergency First Aid and CPR Certificate
- Must provide Police Record Check and Vulnerable Sector Screening prior to employment.
- Must have Microsoft Office and Internet skills, Word, Excel, Outlook would be an asset.
- Must have a valid unrestricted Ontario Driver's License Class "G" and access to reliable transportation.

## **Working Conditions:**

- This position requires outdoor work, which may be in inclement weather. The incumbent will work alone during periods when seasonal staff have not yet commenced as well as at the end of the season when seasonal staff have completed their term. This position includes continuous standing, lifting and vigorous movements.



# Harbour Master

## Compensation:

This is a Contract position, approximately May 1<sup>st</sup> - October 31<sup>st</sup> with a 35-hour work week. Hours will consist of shift work as well as working on weekends and/or statutory holidays. These hours are variable dependent on Cruise Ship and Transient boat schedules. The compensation range for this role is commensurate with experience with a range of \$38.68 - \$45.24 per hour.

## Application Process:

Email: In one document, please send your resume, cover letter, under the subject line "Harbour Master (Contract) to Pamela Langevin, Human Resources Manager at [plangevin@parrysound.ca](mailto:plangevin@parrysound.ca).

Deadline: April 20, 2026

\*Recruitment will begin as soon as this position is posted and will remain open until filled.

## Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

## Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.