

MARINA ASSISTANT JOB DESCRIPTION

SUMMARY

Perform daily duties in the maintenance and operation of the West Basin Marina ("Marina"). Oversee Marina employees in the absence of the Manager. Perform related work as required. This employee typically works at the Marina from April-October, although this schedule and the daily hours may vary depending on operational requirements.

SUPERVISION RECEIVED

Work under the supervision of the Marina Manager.

SUPERVISION EXERCISED

In the absence of, and at the direction of the Marina Manager, supervise temporary and/or seasonal employees, and other City employees assigned to the Marina. Alert Marina Manager to employee problems and violations of rules, regulations and policies

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Under the supervision of the Marina Manager, direct the use of facilities and coordinate operations of the Marina in a safe, efficient, and friendly manner in accordance with Harbor Authority policies.
2. Perform maintenance of seasonal slip rentals, assist in the maintenance of up-to-date list of slip assignments and up-to-date waiting list.
3. Participate in the docking of transient boaters. Collect transient dockage fees and maintain log-in records in accordance with Harbor Authority and State rules.
4. Participate in fueling and pump-out services, and collect fees for these services.
5. Safeguard all funds, and in the Marina Manager's absence, reconcile daily receipts and deposit funds in the appropriate bank, as designated by City policy.
6. Maintain Marina facilities, including docks, heads, laundry room, fish-cleaning stations, and the grounds. Perform minor repairs to facilities. Dispose of rubbish as needed. Assist in winterizing and de-winterizing of boats, equipment, and facilities.

7. Assist in monitoring bubblers to protect docks against ice buildup and freezing during winter months.
9. As directed by the Marina Manager, provide on-site support of special programs and events.
10. Positively promote the Marina to community residents and visitors.
11. Perform related duties as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of proper procedures and practices of marina operations and equipment, including launching and recovering boats, and materials handling.

Knowledge of public and employee safety practices to minimize the risk of injury and property damage.

Ability to make sound decisions on operational and employee problems.

Skill in establishing and maintaining effective working relationships with public officials, community organizations, fellow employees and the general public.

Ability to regularly work variable hours, frequently including evenings, weekends, and holidays.

Required education and experience include a high school diploma or equivalent, and two year related experience.

A valid Michigan driver's license is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and use hands to finger, handle, or feel. The employee is occasionally required to

stoop, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly exposed to moving mechanical parts and/or heavy equipment and all types of outside weather conditions. The employee is frequently exposed to flammable liquids, risks associated with fueling boats, fumes or airborne particles, and slick or slippery surfaces. The employee is occasionally exposed to toxic or caustic chemicals, grease and oil from equipment, sharp or otherwise dangerous instruments or equipment, and vibration. The noise level in the work environment is usually quiet to moderate.