**MARINA SEASONAL EMPLOYEE JOB DESCRIPTION**

**SUMMARY**

Perform daily duties in the maintenance and operation of the West Basin Marina (“Marina”). 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 or Marina Assistant in the absence for the Marina Manager.

**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. Participate in the docking of transient boaters. Collect transient dockage fees and maintain log-in records in accordance with Harbor Authority and State rules.

2. Participate in fueling and pump-out services, and collect fees for these services.

3. 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.

4. As directed by the Marina Manager, provide on-site support of special programs and events.

5. Positively promote the Marina to community residents and visitors.

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

Skill in establishing and maintaining effective working relationships with 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.

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