

FACILITIES AND GROUNDS MAINTENANCE

SUMMARY

Perform daily duties in the maintenance and operation of the West Basin Marina (“Marina”) and St. Joseph Boat Launch (“Ramp”). This employee typically works in excess of 40 hours per week at the Marina from March/November and 20-30 hours per week December/February, although this schedule and the daily hours may vary depending on operational requirements.

SUPERVISION RECEIVED

Work under the supervision of the Marina Manager. In the absence of the Marina Manager under the supervision of the Senior Marina and Equipment Operator.

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.
2. Assist as needed in fueling and pump-out services.
3. Maintain Marina and Boat Ramp facilities, including docks, heads, laundry room, fish-cleaning stations, and the grounds. Perform minor repairs to facilities as instructed by the Marina Manager. Dispose of rubbish as needed. Assist in Launch, Haul-out, winterizing, and de-winterizing of boats, equipment, and facilities.
4. Assist in monitoring bubblers to protect docks against ice buildup and freezing during winter months.
5. Assist in snow removal during winter months.
6. As directed by the Marina Manager, provide on-site support of special programs and events.
7. Positively promote the Marina to community residents and visitors.
8. 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.

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 years 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, crawl, and climb ladders or elevated platforms. The employee must regularly lift and/or move up to 75 pounds. The employee must be able to regularly work at heights at or above 12 feet. The employee must be comfortable working around water. 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 such as: heat, cold, sun, rain, snow and high winds. The employee is frequently exposed to flammable liquids, risks associated with fueling boats, fumes or airborne particles, slick or slippery surfaces, and narrow walkways. 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.