

MARINA DOCK HAND

JOB DESCRIPTION

SUMMARY

Perform the maintenance of the public marina and its grounds from April through October. Carry out the day-to-day maintenance of the marina facility and grounds using discretion and independent judgment. Provide information and assistance to the boating public as needed.

CLASSIFICATION / WORK TIME

The Marina Harbor Laborer shall be classified as a part time employee with a seasonal focus. Routine work is performed independently on a 32 hour per week schedule. Under the Fair Labor Standards Act, the position is a part time employee.

SUPERVISION RECEIVED

This position is under the general supervision of the Parks/Cemeteries Maintenance Supervisor.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any of the following but does not include some of the tasks the harbormaster is expected to perform.

- 1) Maintain the daily operation of sewage pumpout, boat launch, transient slips and all other services provided at the marina.
- 2) Maintain and clean the restrooms, docks, walkways, grounds, equipment and other areas assigned to marina as required.
- 3) Maintain an inventory of required supplies. Prepare order for various supplies as allowed by the Parks Department purchasing policy.
- 4) Police the allocation of seasonal slips in accordance with Parks Department policy.
- 5) Make provisions for the readiness of all docks, equipment and facilities to be operational at all times.
- 6) Assist and support special events and activities as required.
- 7) Perform related work and/or other activities as defined by the Parks/Cemeteries Maintenance Supervisor.

JOB CONDITIONS / PHYSICAL DEMANDS

Work settings and hours vary from working on the docks, walkways and marina grounds. The employee must be able to work in all weather conditions. While performing the duties of this position, the employee is frequently required to stand, sit, talk, use of both hands, ability to handle and/or feel objects, tools or controls; and reach with hands and arms. Employee is required to traverse ramps, piers, floats, docks, and other structures found in coastal marine environment. The employee may be required to step over rails and/or climb ladders.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience.

Knowledge of the specific function of a City owned marina.

Ability to read, comprehend, and implement written instructions; to work effectively with the general public, and other Parks Department employees; to perform physical labor including the lifting and carrying of moderately heavy objects; to stand for long periods to time.

Specific experience and skills preferred:

- a) Construction methods and materials used in marina facilities
- b) Public relations and customer service
- c) Ability to work independently
- d) Ability to set goals, monitor cooperative and effective relationship with others
- e) Ability to communicate effectively with others, both verbally and in writing

The duties listed herein are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approximate starting/ending dates: April 1 to October 1. Rate of pay: \$9.00 per hour depending on length of service. Approximately 32 hours per week.