

CITY OF MARQUETTE
Job Description

POSITION TITLE: Marina Attendant

REPORTS TO: Marina Manager

EFFECTIVE DATE: April 1, 2014

JOB CLASSIFICATION: Seasonal / Temporary

Position Summary

Works under the general supervision of the Marina Manager. Provides services to seasonal and transient boaters and daily launchers at both marinas as assigned.

Essential Duties:

Daily operations/tasks performed include:

- Display and recovery of United States and Michigan flags on marina flagpoles.
- Daily litter pick-up.
- Mowing and trimming turf areas.
- Daily cleaning of marina restrooms, including floors.
- Clean office windows.
- Provide fuel and pump-out services to customers on demand.
- Welcome transient boaters and provide local knowledge as appropriate.
- Assist in mooring incoming boats as circumstance allows.
- Assign slips to transient boaters.
- Provide aid and assistance over marine radio as needed.
- Log information as required.
- Check for daily launch ramp payment.
- Check vehicles in parking lot to ensure that launching or seasonal sticker is displayed. Write citations as appropriate.
- Maintain docks in a clean and safe condition.
- Maintain office in clean and neat condition.
- Patrol and inspect marina grounds and docks.
- Address boaters needs and concerns in a professional, courteous manner.
- Perform other duties as assigned by Marina Manager

Position requires some week-end shifts and evening shifts. Hours will vary based on scheduling needs of the operation. This is a seasonal position that is limited to eight months or less (generally May through October).

Required Qualifications:

- Ability to maintain satisfactory working relationships with public officials, the general public and other City employees.
- Boating experience desired.
- Ability to operate power lawn care equipment as needed.
- Must take and pass basic City of Marquette Cash Handling training as a condition of employment.
- Must be at least 18 years of age.
- Must have a valid State of Michigan driver's license.

Non-Essential Duties:

- Perform other related functions as assigned.

Physical Demands:

- Ability to work outdoors in all types of climate and weather conditions. Ability to withstand temperature changes in the work environment.
- Physical strength and dexterity to perform work involving lifting and carrying moderately heavy objects.
- Frequent bending, squatting, twisting climbing and reaching.
- Occasional sitting and driving.
- Ability to communicate orally in a clear manner.
- Ability to distinguish sounds at various frequencies and volumes.
- Ability to distinguish people or objects at varied distances under a variety of light conditions.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

Department Head

Date

Director of Administrative Services

Date