

CITY OF MARQUETTE
Job Description

POSITION TITLE: Marina Attendant

REPORTS TO: Marina Manager

EFFECTIVE DATE: October 19, 2007

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.

GENERAL RESPONSIBILITIES

Daily operations' tasks performed include:

- a) Display and recovery of American and Michigan flags on marina jack staffs.
- b) Daily litter pick-up.
- c) Mowing and trimming turf areas.
- d) Daily cleaning of marina restrooms to include floors.
- e) Cleaning office windows.
- f) Providing fuel and pump-out services to customers on demand.
- g) Welcome transient boaters and provide local knowledge as appropriate.
- h) Assist in mooring incoming boats as circumstance allows.
- i) Assign slips to transient boaters.
- j) Provide aid and assistance over marine radio as needed.
- k) Log information as required.
- l) Check daily launch ramp payment well.
- m) Check vehicles in parking lot to ensure that launching or seasonal sticker is displayed. Ticket as appropriate.
- n) Maintain docks in a clean and safe condition.
- o) Maintain office in clean and neat condition.
- p) Performs 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.

REQUIRED QUALIFICATIONS

1. Ability to maintain satisfactory working relationships with public officials, the general public and other City employees.
2. Boating experience desired. Ability to operate power lawn care equipment as needed.

3. Must take and pass basic cash handling test at Michigan Works. Previous experience with cash handling and working with the public is preferred.
4. Ability to work outdoors in all types of climate and weather conditions. Ability to withstand temperature changes in the work environment.
5. Must take and pass basic City of Marquette Cash Handling training as a condition of employment.
6. Must be at least 18 years of age.

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

Human Resources Manager

Date