

CITY OF MARQUETTE

JOB DESCRIPTION

TITLE: Marina Manager

REPORTS TO: Parks and Recreation Director

JOB CLASSIFICATION: Temporary/Seasonal

JOB SUMMARY:

The primary objective of the Marina Manager is to supervise Marina Attendants at the Cinder Pond and Presque Isle marinas'. The Manager must possess good administrative, supervisory, public relations and maintenance skills necessary to enhance overall operations. They will hire, supervise and train the seasonal Marina Attendants in established marina policies and procedures. The Marina Manager will make suggestions/recommendations that could enhance or streamline operations, will perform or supervise certain construction and maintenance functions and be available to assist personnel in performing required duties. The Marina Manager is expected to be on duty during evenings, weekends and holidays.

Essential Duties:

- Assures services are provided to seasonal and transient boaters and daily launchers at both marinas.
- Recruits, hires and trains Marina Attendants and is responsible for scheduling, handling complaints, infractions, etc.,
- Ensures that all employees have attended City of Marquette Cash Handling workshop.
- Ensures public relations are handled in a courteous and professional manner, both from oneself and other employees.
- Assists and participates in all phases of fee collection and cash handling as needed, process and maintain all records regarding revenues and provide reports to Parks and Recreation Director or City Treasurer as instructed.
- Purchases supplies, utilities and services; and approves all bills and invoices.
- Assures daily operational tasks are performed and include:
 - a) Display and recovery of United States, Michigan and other appropriate flags on marina flag staffs.
 - b) Assures policing of litter in and around the marina.
 - c) Mows and trims grass and assures lawn care.
 - d) Cleans marina restrooms, including toilets, showers, floors, etc.
 - e) Assures office neatness and cleanliness and cleans windows.
 - f) Provides fuel and pump-out services to customers on demand and assures state and insurance requirements are followed prior to dispensing volatile liquids.
 - g) Welcomes transient boaters and provides local knowledge as appropriate or refers guests to appropriate parties.
 - h) Assists in mooring arriving boats as circumstances allows.
 - i) Assigns slips to transient boaters.
 - j) Monitors assigned VHF-FM radio channels and using appropriate radio procedures and protocols will provide aid and assistance as indicated.

- k) Maintains a daily log of activities as directed.
- l) Checks daily launch ramp payment box.
- m) Checks vehicles in parking lot having launch or seasonal permit displayed. Writes citations as appropriate.
- n) Maintain docks and piers in a clean and safe condition.
- o) Performs other duties as assigned by Parks and Recreation Director.

Position Qualifications:

- Requires good people skills, positive attitude, and the ability to defuse potentially confrontational situations.
- At least one to two years previous experience in managing a campground or marina or other outdoor recreational facility preferred.
- Boating and experience and seamanship skills desired. Ability to operate powered lawn care equipment.
- A minimum of a High School education or equivalent; degree in outdoor recreation management preferred. Previous supervisory or management experience required.
- Skill in use of computers, printers, and common software packages.
- Experience with handling cash and proper documentation for all monies collected.
- Ability to work a flexible schedule that includes evenings, week-ends and holidays from mid-May to November or the end of the season.

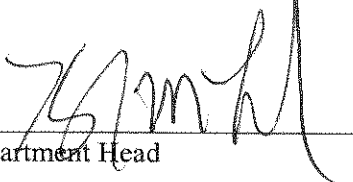
Non-Essential Duties:

- 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.
- Ability to communicate orally in a clear manner.
- Occasional sitting and driving.
- Ability to distinguish various sounds and people or objects at varied distances.

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 4/2/06
Date



Human Resource Manager 3/24/06
Date