

## MARINA ATTENDANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs office clerical duties and assists in maintenance work in support of marina operations; provides assistance and service to boat operators; performs related duties as assigned.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Process a variety of marina operations applications and forms; type reports, letters and other communications; answer telephone; maintain files; collect cash, fees, and bills; issue citations; and maintain daily logs.
2. Prepare and execute various rental agreements.
3. Meet and greet the public directly; respond to inquiries by providing factual and policy information, either in person or by telephone.
4. May assist in maintaining and ensuring the cleanliness of marina grounds, landscaped areas, parking lots, and shoreside facilities, including offices and restrooms and other areas within the marina complex.
5. Read electric meters and records monthly usage.
6. May perform preventative maintenance and minor repairs.
7. Remove hyacinth and other impediments from the marina waters.
8. Assist and provide services to boaters in the docking and fueling of craft; assist with pumping-out of boats.
9. Empty trash bins and receptacles; remove trash from marina complex; clean restrooms.
10. Operate and monitor radio equipment; provide information to boaters; assist boaters with various marina transactions.
11. Inspect and schedule the marina and docking areas for needed maintenance and repairs.
12. Perform or assist in performing skilled electric, plumbing, carpentry, or mechanical maintenance and repairs.
13. Replace lights and perform basic electrical repairs.
14. Repair gates and locks; install, mark, move, and repair dock boxes.
15. Assist in ensuring the security of the facilities and boats berthed therein.

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16. May assist in enforcement of marina rules and regulations.
17. Provides work direction to part-time and temporary staff, volunteers, and Work Alternative Program staff.
18. Respond to emergency situations at the marina.
19. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, procedures and services of a marina operation.
- Boats, boating equipment, and boating and marina terminology and operations.
- Techniques, materials, tools, and equipment used to perform general maintenance and repair of docks and associated equipment.
- Operation and maintenance of a variety of hand and power tools, radios/telephones, and equipment common to the field.
- Basic painting, plumbing, carpentry, and electrical methods, tools and techniques.
- Occupational hazards and standard safety practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic water safety skills.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local codes, laws, and regulations, including those related to water safety and environmental protection.

**Ability to:**

- Perform office clerical duties in support of marina operations.
- Deal with the public tactfully and courteously.
- Process a variety of forms, applications and rental agreements.
- Maintain office records and files.
- Make arithmetical computations with speed and accuracy.
- Perform routine skilled, semi-skilled, and emergency maintenance and repairs to marina docks and related structures within the marina complex.
- Operate and maintain a variety of hand and power tools and equipment used in the work.
- Work independently in the absence of supervision.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Ensure adherence to safe work practices and procedures.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Understand and follow oral and written instructions.
- Recognize security and/or safety problems.
- React effectively in emergency situations.
- Exercise independent judgment and initiative without close supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade. Additional specialized training in a skilled trade is desirable.

**Experience:**

One year of increasingly responsible office and light maintenance work in a high public-contact area related to marina operations or a comparable position in the general work area.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid CPR Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed in an indoor and outdoor marina environment; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor office setting and outdoor marina complex setting; to walk, stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

January 1990

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.