

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 11, 2011

MARINA DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for attending to persons using marina facilities and for ensuring the orderly use of those facilities; collecting and accounting for fees and tickets; and for performing routine manual labor around the marina facility. The work is performed independently in accordance with established policies and procedures. Unusual problems and situations are brought to the attention of the appointing authority who will decide what course of action should be taken. Incumbents must be willing to work different shifts, weekends and holidays and employment is generally of a seasonal nature. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains and schedules boat dock assignments which includes removing boats from a waiting list, ensuring the dock will accommodate the boat size taking into consideration the water depth, dock spacing and length;
2. Schedules employees to ensure that the marina is properly staffed during operating hours;
3. Collects fees in the form of cash and/or credit cards; makes correct change; and accounts for all monies received at the facility;
4. Maintains an accurate record of transactions and balances monies at the end of shift and makes bank deposits;
5. Maintains order as required at the marina and ensures that patrons are adhering to facility rules and that boats are launched in an orderly manner, and ensures patrons park properly;
6. Maintains daily records and reports;
7. Provides information to patrons regarding marina rules and general information about the area and services offered;
8. Utilizes standard office equipment such as calculators, cash register, copy machine, and computer spreadsheet and word processing software;
9. Cleans, services and maintains buildings and facilities, including restrooms, by sweeping, mopping, vacuuming, washing windows, dusting, moving furniture and equipment, picking up litter, emptying trash receptacles, raising and taking down flags, and performing incidental landscaping duties such as watering flowers;
10. Ensures that grounds are kept neat and mowed;
11. Monitors supply levels and reports missing and broken items;
12. Orders necessary facility and office supplies and gasoline;
13. Operates the gas console, takes gas readings, and climbs a ladder to measure gas; cleans the fish station and hoses off the cement pad frequently; removes debris from the launch ramps; sweeps goose droppings from the docks; and locks permanent dock gates;
14. May paint buildings or direct staff in this function

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the rules and regulations of the marina facility as applicable; good knowledge of the area and services offered; working knowledge of first aid methods; working knowledge of computer software; ability to get along well with others; ability to maintain order and to communicate effectively with the public; ability to keep accurate records and accounts; good judgment; reliability; willingness to work shifts, weekends, and holidays; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and possession of a valid New York State driver's license.