



MARINA ATTENDANT JOB DESCRIPTION, ST. JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

Title: Marina Attendant

Department: Public Works

Reports To: Harbormaster

Date: March 20, 2024

Status: Seasonal Summer

Position Purpose and Objectives

Assist the Harbormaster in the day-to-day operation of the Municipal Marina. Carry out tasks and work activities issued by the Harbormaster. Provide continuous effort to develop a user-friendly Municipal Marina. Compensation is paid at a rate set by the St. James Township Board. Currently \$16.00 - \$19.00 per hour.

Scope and Environment

Work performed at the Beaver Island Municipal Marina. Marina attendant works from the 2nd week of June until the end of August, 40 hours per week.

Essential Job Functions

Assist Harbormaster in operation of the Municipal Marina
Utilize MDNR computer system to register boaters and accept payments
Implement internal policies and procedures
Issue general instruction regarding water traffic and safety
Review and resolve complaints
Assist boaters with docking and undocking
Dispense fuel and assist with pump outs
Walk marina property to ensure public compliance with existing Municipal Marina ordinances
Ensure safe, clean and orderly docks and buildings, including restrooms, showers, etc.
Grounds keeping and light maintenance of equipment and facilities

Knowledge, Skills and Abilities Required

Working familiarity with boating
Ability to work outdoors in all types of summer weather
Working familiarity with computer systems, specifically reservations and sales
Ability to provide exceptional customer service with a positive attitude
Ability to work in a team, follow instructions from supervisors and perform assigned tasks
Ability to project a courteous and positive public image of Beaver Island and St. James Township

Preferred Qualifications

High school graduate or equivalent
At least one (1) year of work experience

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the Township. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position. Township Board Approval: 3/13/2024