

## **MARINA ATTENDANT JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN**

**Title:** Marina Attendant  
**Department:** Public Works  
**Reports To:** Harbormaster  
**Date:** March 7, 2023  
**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 MIDNR computer reservation 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: 3/9/2022.