

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Marina Maintenance Attendant III*  
**Department:** *Marina*  
**Reports to:** *Harbormaster*  
**Status:** *Non-exempt /Union*

#### **Job Summary:**

Plan and organize daily Marina maintenance and cleaning. Responsible for directing the shift-work activities including daily premier customer service, special events, troubleshooting, maintenance, repair work and safety. Duties include office tasks, maintenance, janitorial, dock service operations, safety and security, and emergency response.

#### **Essential Job Functions:**

1. Perform all of the tasks associated with the Marina Maintenance Attendant I and Attendant II positions.
2. Respond in a courteous and timely manner to boaters, tenants and the public to provide premier customer service.
3. Assist the Harbormaster in project planning and oversight duties.
4. Lead new, seasonal employees and community service persons.
5. Assists Harbormaster in conducting morning meeting and coordinating start-up duties.
6. Perform inspections, organize scheduled and unscheduled maintenance and repair of marina buildings, boat moorage structures, water systems, electrical systems, floats, gates, fences, piers, lift station, sprinkler systems, dock/navigation lights, boat fueling system and other Marina appurtenances using carpentry, painting, plumbing and electrical skills.
7. Provide marina customer and advanced front desk services.
8. Investigate and resolve billing and moorage issues within the marina management program.
9. Assist Harbormaster in planning, setup, staffing and returning boats into their normal moorage slips and vehicles/trailers to the parking lot marina for special events (Race Week, Independence Day and/or other events).
10. Provide and coordinate new employee orientation and training in equipment usage, maintenance and repair procedures.
11. Perform research for parts and repair solutions and make recommendations to the Harbormaster.
12. Assists Harbormaster in developing and maintaining emergency response plans for fire and oil/fuel spills. Ensure staff receives required training to provide emergency response to fires, hazardous material spills and boats/boaters in distress. Notify police and/or fire department in the event of such emergencies. Perform CPR and/or first aid pending arrival of professional unit. Immediately report situation to the Harbormaster.
13. Develop and maintain shop filing system for purchase orders, manuals and other related materials.
14. Develop and maintain system for managing tools and shop supplies.
15. Develop and maintain marina cleaning and general maintenance schedule/program.
16. Establish and maintain effective and cooperative relationships with boaters, co-workers, supervisors, city officials and other departments, representatives of business and development community as well as the general public.

#### **Associated Job Functions:**

1. Order restroom and cleaning supplies as needed.
2. May be responsible for the day-to-day operations of assigned duties in the absence of the Harbormaster.
3. Operate Marina motor vehicles as required.
4. Perform other duties and responsibilities as assigned.

#### **Performance Requirements (Knowledge, Skills and Abilities):**

- Working knowledge of OSHA/WISHA safety regulations and marine customs/boating terminology.
- Working knowledge of City Ordinances and applicable state laws pertaining to safe and efficient work practices related to marina duties.
- Ability to communicate with the public and enforce municipal ordinances and regulations in a tactful and impartial manner.
- Knowledge of and ability to use personal computer and other office equipment operation.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Skills in maintenance and building crafts and ability to use specialized and standard equipment, as well as a variety of hand and power tools, boat hoist, transport dollies, and Marina utility vessel.
- Considerable knowledge of marina dockage and anchorage facilities, boat ramps, water depths and rental fees.

- Skills in training and directing new employees.
- Skills in troubleshooting and applying Marina Operations knowledge to solve problems.
- Ability to communicate effectively both in person, on the phone and in writing and maintain confidentiality.
- Ability to read written instructions and follow written and oral instructions.
- Ability to use brooms, brushes, water hoses and other standard cleaning equipment.
- Ability to perform work in accordance with sound safety practices.
- Ability to use credit card machines and cash registers accurately.
- Ability to operate vehicles such as a pick-up truck and lawn tractor.
- Ability to wear and work with safety equipment.
- Ability to assess and respond to emergency calls during off-duty hours.
- May be the sole staff person assigned to a shift so must have ability to carry out assignments with little direct supervision.

**Work Environment and Physical Demands:**

Work is performed at the Oak Harbor Marina, and office areas, under potentially hazardous conditions and in all types of weather. A typical day may require ability to access all areas of facilities covering several miles, including stairs/steps and ladders ascent. Requires manual dexterity and visual acuity to utilize hand and power tools. Move items in excess of 50 pounds, as well as occasional work in high places, and frequent exposure to machinery and water hazards. Weekend and after-hours work is required as well as after-hours response to situations and emergencies. If staffing is available, only one week of vacation will be granted during the boating season (Memorial Day – Labor Day). No vacation will be granted during the holiday weeks or during the week of Whidbey Island Race Week.

**Experience and Training Requirements:**

- High school diploma/GED or equivalent, *and*
- Four (4) years experience working at a public or private marina, or related industry.
- Marina related education may be substituted for work experience.
- Knowledge and experience in handling boats.
- Must complete Coast Guard Auxiliary Small Boat Handling course within three (3) months of hire.
- Must be able to obtain CPR and Industrial First Aide Certification within three (3) months of hire.
- Must be bondable for cash handling.
- Cash handling experience.
- Three (3) years operating point-of-sale computer software desirable.
- Proficient with personal computer, Microsoft Office and keyboard skills.
- Possess a valid Washington State Driver's License with a good driving record.
- Must pass background and driver's abstract check.

*A combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.*

Established: Marina/HR 04/2015

FLSA: Non-exempt  
Salary Range: --

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.