

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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

#### **Job Summary:**

Perform day-to-day shift and specialized customer service, fuel dock, event, front desk, hoist, maintenance, installation and repair projects at the Oak Harbor Marina. 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 position.
2. Respond in a courteous and timely manner to boaters, tenants and the public to provide premier customer service.
3. Perform inspections, 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.
4. Provide marina customer and front desk services. Prepare moorage, shed and dry storage rental agreements, enter fees into the marina management program and collect fees. Program new gate cards.
5. Operate boat hoist to launch and retrieve boats.
6. Read electrical meters
7. Tow boats within the marina.
8. Perform weekly tenant pumpouts.
9. Respond to emergency situations including fires, hazardous material spills, sinking boats, personal injuries, etc. Perform CPR and/or first aid pending arrival of professional unit. Immediately report situation to the Harbormaster.
10. Establish and maintain effective and cooperative working relationships with boaters, co-workers, supervisors, City officials, other departments, vendors and the general public.
11. Assist Harbormaster with special City events such as Race Week, Independence Day and/or other special events.
12. Foster a work environment that supports and facilitates the performance of efficient, effective, high-quality teamwork.

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

1. Provide orientation, train and oversee the work of seasonal workers and community service persons.
2. Perform research for parts and repair solutions and make recommendations to the Harbormaster.
3. Operate Marina motor vehicles as needed.
4. Assists Harbormaster in coordinating Marina safety programs/updates.
5. Perform other duties and responsibilities as assigned.

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

- Working knowledge of OSHA/WISHA safety regulations.
- Knowledge of handling monetary and credit card transactions.
- 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.
- 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, lawn tractor and utility vessel.
- 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 conditions. A typical day may require ability to access all areas of facilities covering several miles, including stairs/steps and ladders ascent. Duties require manual dexterity and visual acuity to utilize hand and power tools, the ability to 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*
- Two (2) years experience working at a public or private marina, or related industry.
- Marina related education may be substituted for work experience.
- Knowledge, experience and interest in boats and boating preferred.
- 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 and two (2) years operating point-of-sale computer software desirable.
- Familiarity with personal computer and basic keyboard skills preferred.
- 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 042015

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.