

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Seasonal Laborer (Temporary - Summer Hire)*  
**Department:** *Marina*  
**Reports to:** *Harbormaster*  
**Status:** *Non-exempt /Temporary*

#### **Job Summary:**

The temporary employees support Marina operations during the peak boating season, typically for three to six months during the period from April to September. Temporary Seasonal employees will deal directly with the boating public, provide information to visiting boaters, and will often represent the “face” of the City to visitors and marina tenants. Strong public relations and customer service skills are a necessity, as is a clean, neat and well-groomed appearance.

#### **Essential Job Duties and Functions:**

1. Cleaning, painting and maintenance work on docks, floats and grounds.
2. Operation of mower, edger, weed eater. Hand weeding and watering planters.
3. Public rest room cleaning and maintenance, and trash collection.
4. If authorized, serve as attendant on marina fuel dock, assisting boaters in fueling and operating boat pump-out equipment.
5. Providing assistance to boaters in docking and securing of vessels.
6. Providing information to visiting boaters regarding available marina facilities and services, and directions to local restaurants, points of interest and public transportation.
7. If authorized, receive and document payments by cash, check, or credit card for both moorage and fuel dock related payments.
8. If authorized, may be required to drive the marina truck for routine errands.
9. Becoming familiar with marina emergency procedures manual, and in particular with initial response requirements for incidents at the fuel dock (location of emergency shut offs, location of fuel/oil spill material, notification requirements).
10. Becoming familiar with the location of, and requirement to wear, appropriate protective equipment for work being performed.

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

1. Assist the Harbormaster and other Marina personnel with office functions as assigned.
2. Perform other duties and responsibilities as assigned.

#### **Conditions for Employment:**

- The purpose of these positions is to augment the marina work force during the busy summer boating season. Except in unusual circumstances, vacation will not normally be granted.
- Time off will fall on days other than weekends and holidays.
- This position may be required to drive the marina pickup truck for routine errands.
- This position is a temporary summer hire with no guarantee to be re-hired next year.
- City provides employees with shirts, sweatshirts and ball caps identifying you by name, as a marina employee. You will be expected to wear these at all times when on duty, so that our customers can readily identify you. Other apparel (trousers, shorts, shoes, etc.) will be provided by the employee.
- City provides employees with rain gear and required safety gear as needed and will provide the location of this equipment.
- Must be at least 18 years of age at time of appointment.
- Valid Washington State Driver’s License and a good driving record.
- Must pass a Criminal Background to include credit check, and a Drivers Abstract check prior to hire.

Revised: Marina/HR 3/13, HR 2/15

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 as 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 work periods, or otherwise balance the workload.