

CITY OF OAK HARBOR

JOB DESCRIPTION

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

Job Summary:

Perform day-to-day customer service, fuel dock, event, front desk, cleaning, and maintenance projects at the Oak Harbor Marina. Duties include office tasks, janitorial, dock service, safety and security, and emergency response.

Essential Job Functions:

1. Respond in a courteous and timely manner to boaters, tenants and the public to provide premier customer service.
2. Performs regular general maintenance and cleaning of the City's marina, docks and facilities.
3. Maintain grounds and parking lots (pick up litter/debris, mow, fertilize, edge lawn, weed, trim trees, hedges and other plants, etc.)
4. Complete the daily deposit, receive and enter monthly payments, fuel sales, calculate and collect guest moorage fees and enter guest information into the marina management program. Accurately handle monetary and credit card transactions. Remotely open dock security gates and distribute temporary/guest gate cards.
5. Pump and sell gas, diesel fuel, oil and supplies (write sales receipt/collect payment).
6. Assist employees of higher classification tow boats within the marina.
7. Assist with weekly tenant pump outs.
8. Assist marina boat owners and tenants in maintaining the security and safety of their boats by advising them of proper precautions within scope of knowledge.
9. Board boats of tenants and guests as necessary to ensure safety and integrity of boats. Operate boat pump out equipment if the vessel is taking on water. Immediately report situation to the Harbormaster.
10. Maintain the marina shop in a clean, safe and orderly condition.
11. Respond to emergency situations including fires, hazardous material spills, sinking boats, personal injuries etc. Perform CPR and/or first aid pending arrival of professional response unit.
12. Establish and maintain effective working relationships with boaters, co-workers, supervisor, City officials, other departments, vendors and the general public.
13. Assist with the organization, setup, and staff the marina for events such as Race Week, Independence Day and/or other special events.
14. Foster a work environment that supports and facilitates the performance of efficient, effective, high-quality teamwork.

Associated Job Functions:

- May operate boat hoist to launch and retrieve boats.
- May operate the marina utility vessel as needed.
- Read electrical meters.
- Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Working knowledge of OSHA/WISHA safety regulations.
- Knowledge of custodial, maintenance and building trades basic carpentry, painting, plumbing, electrical and cleaning.
- Ability to use brooms, brushes, water hoses and other standard cleaning equipment.
- Ability to perform work in accordance with sound safety practices.
- Skilled in the use of hand and power tools.
- Good oral and written communication skills.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to follow written and oral instructions.
- Ability to transact business with boaters and the public in a courteous and helpful manner to provide premier customer service.
- Ability to train and provide guidance for seasonal workers.

- Ability to operate a personal computer, credit card machine, cash register and other office equipment.
- Ability to operate pick-up truck, lawn tractor, and to learn to operate the marina utility vessel and hoist.
- May be the sole staff person assigned to a shift so must have ability to carry out assignments with little direct supervision.

Working 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. Duties require 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 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 general labor experience such as custodial, maintenance and/or building trades work, including customer services duties and use of problem-solving skills, *and*
- Marina experience and/or basic knowledge of boats and boating is desirable.
- Must complete Coast Guard Auxiliary Small Boat Handling course within three (3) months of hire.
- Must be able to obtain CPR and Industrial First Aid Certification within three (3) months of hire.
- Must be bondable for cash handling.
- Cash handling experience 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: Hulbert/95

FLSA: Non-exempt

Revised: 1/02, NWM/HR 1/04; Marina/HR 09/07, 03/09, HR 7/10, HR 3/12; Marina/HR 04/2015

Salary Range: --

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.