



# CITY OF MORGAN'S POINT RESORT

## JOB DESCRIPTION

### Marina Manager

**Department**

Marina

**FLSA Status**

Exempt

**Effective Date:**

August 21, 2021

### POSITION SUMMARY

- Under general direction, to supervise and coordinate the maintenance, construction and repair of Marina buildings, docks, walkway systems, and grounds.
- Provide outstanding service to our customers and the boating public.
- Coordinate assigned activities with other departments, outside agencies and the general public. This is a working supervisor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assigning dockage for each boat and performing daily cash balances.
- Enforce all policies, procedures, and ordinances dealing with the operation and maintenance of the Marina.
- Collect money from boaters and vending machines. Keep accurate and up-to-date records of all money taken in and all gasoline sold.
- Assist incoming and outgoing boaters and pump fuel.
- Maintain service buildings and Marina grounds.
- Monitor fuel dock operation to ensure services to patrons.
- Handle customer questions, inquires, comments, suggestions and complaints.
- Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with City Manager; implement improvements.
- Direct, coordinate and review the work plan for assigned marina operations and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Oversee, coordinate and participate in marina maintenance activities including cleaning, weed eradication, marina winch system, and pest control.
- Ensure adherence to safe work practices and procedures.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
- Maintain records and prepare reports regarding work activities and material usage.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Provide staff assistance to the City Manager; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- Coordinate construction, maintenance and repair activities with those of other department and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance and construction.
- Follow all safety rules and procedures established for work area.

<u>ACTIVITY</u>	<u>TIME AT TASKS</u>
Administration	25%
Employee Supervision	10%
Reporting	25%
Work in field	40%

- Perform related duties and responsibilities as required.
- Allocates, directs, motivates and evaluates departmental personnel to help: (1) achieve their individual goals; (2) collectively achieve the department's mission; and (3) lead to employees' growth and accountability for their actions.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Prepares and updates short and long range strategic plans to ensure the department's contribution to the City's overall plans and strategies.
- Establishes and maintains cooperative relationships with all state and federal agencies.
- Coordinates the Department's activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests.
- Prepares realistic and fiscally sound annual and special budgets to enable the department to achieve its objectives, including special activities assigned by the City Manager; ensures that the department functions within budget appropriations.
- Identifies federal, state and private research and development grants; determines the scope of work for which funds are needed and prepares proposals to obtain them; administers grant funds.
- Analyzes future personnel staffing needs and develops short and long-term plans to meet those needs.
- Ability to periodically work nights, holidays, weekends, and on-call with a varied, non-standard schedule.

**SUPERVISION RECEIVED AND EXERCISED**

- Works under the broad guidance of the City Manger.
- Exercises supervision over all employees at the Marina.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education-** Equivalent to the completion of the twelfth grade supplemented by specialized training in maintenance or construction or a related field.

<b>Required Education</b>	H. S. Diploma
<b>Required Experience</b>	4 Years
<b>Combination OK?</b>	Yes

**Experience-**Four years of increasingly responsible experience in marina operations, maintenance or construction, including one year of administrative and supervisory responsibility. Demonstrated understanding of boater safety and education and the ability to operate certain vessels as required.

**License or Certificate-**Possession of an appropriate, valid Class C driver’s license with proper endorsements.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge of marina systems and facilities including maintenance, repair, and construction, materials, and equipment.
- Knowledge of organizational practices, as well as modern management practices and techniques including use of computer software programs for electronic communications, report writing, data collection, work activity and financial analyses.
- Forecast, plan, formulate, and carry out marina operations programs and policies.
- Improve and maintain a working environment that is characterized by efficiency, cooperation, and positive interpersonal relationships that extends to all City departments. Evaluate work performance and implement efficiency improvements as needed.
- Operate and drive City vehicles and equipment as needed.
- Speak articulately during presentations and communicate effectively in a written format (reports and other documents).

<b>Admin.</b>	IT
<b>Admin.</b>	Memos & reports
<b>Supervision</b>	Assign tasks
<b>Field</b>	All aspects
<b>Training</b>	Arrange & conduct

- Analyze a variety of administrative, environmental, and civic problems and to make sound recommendations as to their solution. Considers advantages and disadvantages or proposals and offers statistical data, supportable documentation, and/or financial analysis to support recommendations.
- Accurately prepare and/or direct the preparation of departmental budget and supporting analysis, reports, and recommendations.
- Skill in effective, clear and persuasive oral and written communications to individuals and groups.
- Ability to negotiate and administer contracts with outside vendors and service providers.
- Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals.
- Skill in identifying, implementing, and refining the department's organizational structure to generate desired results as efficiently as possible.
- Ability to identify the department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Ability to develop and maintain productive relationships with elected officials, business leaders, advisory boards, the news media, and the general public.
- Understanding the City's political environment and sensitivities; ability to function effectively within that environment.

## PHYSICAL DEMANDS

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

<b>Weight</b>	80 lbs
<b>Environment</b>	Varies
<b>Physical activity</b>	Varies

- Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Moderate or light lifting; operating motorized equipment and vehicles. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 80 pounds.
- The noise level in the work environment is usually moderately quiet while in the office or when in the field.
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- The employee may be required to work in outside weather conditions, exposure to noise, dust, fumes, gases, inclement weather conditions in wet and/or humid conditions.

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*