

MARINA ATTENDANT

GENERAL STATEMENT OF DUTIES: Operates and maintains Town marina facilities under the direction of the Department of Natural Resources, and does other related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is general duty work consisting of operation and maintenance of Town marina facilities, keeping in contact with all boats at and around the facilities, making boat operators aware of various waterways laws, by-laws, rules, and regulations, pumping gasoline, and offering pumpout services to those boats. The work also includes performance of general maintenance duties, handling of cash and credit cards, and some record keeping duties. The work will be supervised by the Department of Natural Resources, with specific instructions and assistance being given when needed. An employee in this class must perform most duties without constant supervision.

EXAMPLES OF WORK (May Actually Vary):

Inventory boat slips and moorings.

Inform boat operators of various waterways laws, by-laws, rules & regulations, as well as availability of pumpout services.

Operate a pumpout service to boats in the area, as needed.

Maintain marina and financial records.

Maintain marina and equipment in good repair.

Inspect marina and surrounding facilities for fire hazards, leaking boats, defective moorings and slips, unauthorized persons, etc.

Operate boats, as needed.

Pick up litter and remove trash.

Clean docks, stairs and office and perform basic ground maintenance.

Clean rest rooms and showers.

Pump gasoline.

Monitor marina supply levels and notify Department when supplies are low.

Enforce rules and regulations governing the use of the marina and surrounding facilities.

Inform Harbor Patrol Boat of violations of laws, by-laws, rules, & regulations enforceable by the Department.

Inform Harbor Patrol Boat of any navigational aids that have gone astray.

Assist the Department in certain emergency situations, such as boating accidents, sinking vessels, injured or lost swimmers, oil spills, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Excellent social skills; ability to establish and maintain cooperative relationships with those contacted during the course of work; good judgement; general knowledge of Town waters and shoreline; ability to operate and maintain boats and related equipment in all types of weather conditions; ability to work outdoors in all types of weather conditions; ability to operate a two way radio system; ability to understand and carry out complex oral and written instructions; ability to do general record keeping and clerical tasks; ability to swim; good physical strength and agility, with the ability to lift heavy objects; ability to work irregular shifts, including weekends, holidays and evenings; and excellent physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Marina or maritime experience would be helpful.

ADDITIONAL REQUIREMENTS: Possession of a valid Massachusetts motor vehicle operator's license, learner's permit, or acceptable means of transportation to work. Must pass a physical examination.