



|  |   |   |                   |
|--|---|---|-------------------|
| <b>Job Title:</b>  | <b>Marina Assistant I</b>   |   |                   |
| <b>Department/Group:</b>   | Marina  | <b>Supervisor:</b>  | Marina Director   |
| <b>Location:</b>   | Madeira Beach City Hall<br>300 Municipal Drive<br>Madeira Beach, FL 33708 |   |                   |
| <b>Level/Salary Range:</b>   | \$9.50 - \$12.50 hour   | <b>Position Type:</b>   | Part-time         |
| <b>HR Contact:</b>   | Karen Paulson   | <b>Date Posted:</b>   | 1/07/2019         |
| <b>External Posting URL:</b>   | <a href="http://www.madeirabeachfl.gov">www.madeirabeachfl.gov</a>        | <b>Posting Expires:</b>   | Open until filled |
| <b>Applications Accepted By:</b>   |   |   |                   |
| <b>FAX OR E-MAIL:</b> (727) 399-1131 OR<br><a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a><br><br><b>Subject Line:</b> Marina Assistant I<br><b>Attention:</b> Human Resources – Recruiting   |   | <b>MAIL:</b><br><br>City of Madeira Beach<br>300 Municipal Drive<br>Madeira Beach, FL 33708 |                   |
| <b>Job Description</b>   |   |   |                   |
| <p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Description of the roles and responsibilities. Under the direction of the Marina Supervisor or designee, this is a responsible skilled worker delivery of services to the boating public.</p> <ul style="list-style-type: none"> <li>• An employee in this classification is responsible for the safe and efficient operation of a marine fueling facility, cleaning public docks, bait house and surrounding areas.</li> <li>• Dispenses marine fuels and lubricants to a variety of watercraft.</li> <li>• Insures that all appropriate safety precautions are observed at the marina and pier/bait house.</li> <li>• Assists vessels in mooring.</li> <li>• Monitors docks, piers, and moored watercraft through periodic inspections.</li> <li>• Adjusts and re-positions mooring lines as needed.</li> <li>• Answers telephone calls and provides marine and fishing related information.</li> <li>• Collects fees for rentals and resale items.</li> <li>• Reads and records electric meters.</li> <li>• Performs minor maintenance, custodial assignments, and other marine or pier/bait house tasks as directed.</li> <li>• Other assignments as directed.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Graduation from high school or GED equivalent required.</li> <li>• Two years' experience related to boating and/or bait house operations preferred.</li> <li>• Knowledge of local waterways, tides, winds, hurricane tendencies and general weather patterns.</li> <li>• Knowledge of standard marine practices related to watercraft operations, moorings and docking procedures, and marine fuel handling.</li> <li>• Demonstrated ability to perform job duties listed, either through related experience or specialized course work.</li> <li>• Required to work weekends and holidays hours.</li> <li>• Able to work occasional overtime and civil defense recall if required.</li> </ul> |   |   |                   |



**WORK ENVIRONMENT**

The work environment is usually quiet in the office and moderate to loud in outdoors. On a daily basis will be exposed to outdoor conditions, in all types of weather situations in managing and coordinating marina operations, sometime in extreme heat.

**PHYSICAL DEMANDS**

Hand-eye coordination is necessary to operate a computer, calculator, and various office equipment, screw driver, and other small hand tools. The employee may be required to operate a boat, vehicle or truck. While performing the duties, the employee is frequently required to sit, stand, talk, used hand to finger, handle, feel or operates objects and climb stairs. May be required to perform moderate lifting (15-50 lbs.).

**ADA COMPLIANCE:**

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and Encourage both prospective and current employees to discuss potential accommodations with the employer.

**ADDITIONAL NOTES:**

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer. All applications will become public record under Florida law.

**Submit complete application for employment to:**

**Karen Paulson, HR/Financial Coordinator**

**City of Madeira Beach**

**300 Municipal Drive, Madeira Beach, FL 33708**