

Full job description

Assistant Dockmaster – Crosswinds Boating Center - Seasonal Part-Time - Weekends

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of tasks to ensure a clean, safe, and inviting marina

ILLUSTRATIVE EXAMPLES OF WORK

NOTE: The illustrative examples of work listed below are not an exhaustive list of duties and responsibilities performed by the position. The examples are intended to represent the level and type of work performed. This list is not to be considered or represent an employment contract.

Essential Functions:

Repairs water leaks, broken boards, loose cleats and other dock maintenance problems; surveys docks and power pedestals to ensure safe and proper operation.

Launch and retrieve customers boats using our tractors.

Directs and assists boat renters of the proper operation of boat, assisting them with departure and arrival; assists boat renters in the case of equipment failure or by repairing equipment and/or towing or arranging for towing of vessel back to marina.

Assists marina guests with securing and fueling vessel; provides guests with information to orient them about the marina, facilities, and other commonly asked questions regarding CBC.

Completes and submits daily sales reports and deposits.

Sells and assists in stocking of marina store products. Cleans and helps maintain marina store as needed.

Must empty and dispose of garbage in marina garbage cans, daily.

Performs semi-skilled and skilled maintenance work to facility.

Additional Functions:

Serves in a command and responsibility position in the absence of the Marina Manager.

Performs other related work as required.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Graduation from high school or equivalent, six months of experience in a position dealing with the public, some knowledge of a marina or boating operation and two years experience in a marina operation preferred; or an equivalent combination of training and experience to provide the required skills, knowledge, and abilities.

Responsibilities

- Weekly Dockmaster Report (due the Monday following Friday of work week)
- Fielding phone calls and emails - Daily
- Field concerns from boat owners and slip owners - Daily
- Maintain Notices & Signage
- Removing logs and debris from slips / removing trash from water
- Pump outs: on-call, pump maintenance
- Handling of any electrical issues on the docks or dock house
- Maintain clean area around dumpster and free of trash
- Handling of lines when a vessel arrives or departs when requested
- Proactively maintaining the docks replacing dock boards as needed
- Maintain & preserve markings on pedestals, docks, and power panels
- Cleaning the bathrooms, stocking paper products and toiletries – Daily (as needed)
- Visually inspect the docks as repairs are made to help mitigate future damage to the dock by identifying underlying issues:

-stringers

-mounting and connecting hardware

-electric, water and waste plumbing

-float connections

- Daily visual inspection of the dock for vessel checks and maintenance needs:

-shore power cord organization

-cleats

-pedestals

-lights

-check vessels for proper mooring

- Dock Carts - Weekly:

-Inspect/inventory dock carts

-Repair dock carts as needed

-Report dock cart theft and/or damage

-Gathering of all unattended dock carts and return to designated areas. (Daily)

- Detailed Pedestal Inspections - Monthly:

-if socket is empty, visually inspect the contacts

-shut off unused breakers

-check water spigots

-check lights by turning 10 amp breaker off and then back on

-replace faulty light bulbs, hose bibb valves, and paint/mark as needed

- General Landscaping – Weekly In-Season/Monthly Off-Season:

-Record keeping of vessel dockage

Requirements

- At least 1-2 years of prior related experience is preferred to be highly considered

- Attendance and punctuality are essential
- Ability to speak, read, and write English
- Ability to work outside in various weather conditions
- Must have a valid driver's license and good driving record
- Must have basic computer skills
- Must have excellent communication skills to provide the highest quality of customer service
- Requires the ability to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. This type of work usually requires walking or standing to a significant degree.

Pay: \$20.00 - \$25.00 per hour

Location: Jordan Lake Apex, NC