CITY OF EAST JORDAN
Job Description

MARINA HEAD DOCK ATTENDANT

Supervised by: Harbor Master
Supervises: Dock Attendants

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Assist Parks Director with maintenance and operations of City Marina.
- Supervise and perform daily operations, service and maintenance of East Jordan Municipal Harbor Dock.
- Help boaters in and out of slips (when sufficient help is at the Gas Dock).
- Sale and dispensing of gasoline in a safe manner.
- Proper use of pump-out equipment.
- Inventory control of fuel sales
- Satisfying customers needs in a quick and courteous manner.
- Keeping park and marina area clean.
- Keep restrooms and shower rooms clean and help perform maintenance from time to time.
- Must be capable of learning the proper use of the VHF-FM Marine Radiotelephone.
- Understanding and Knowledge of State Reservation System
- Balancing daily deposits of Harbor transactions

Requirements:
18 years old or older. Reliability in attendance. Able to be courteous and helpful with the public. Experience in the work listed in the job description above. Good standards for finished work and willing to work hard.

02/22