Seasonal Marina Supervisor

The City of Escanaba is seeking qualified applicants for the position of a seasonal Marina Supervisor (up to 40 hours per week, April 25th – October 22nd). The duties include, but not limited to: Maintain and oversee Marina, Aronson Island, and North Shore Boat Launch. Candidates must be able to operate a push mower, riding mower and must have a valid Michigan driver’s license. The hourly wage is $11.90 an hour and applicants must reside within a 20 mile radius of the Escanaba City limits.

Applicants are encouraged to submit a resume, letter of interest, and application via e-mail to hr@escanaba.org or by postal mail, City of Escanaba, Attn: HR Director, P.O. Box 948, Escanaba, MI 49829.

Before applying, applicants should review the complete copy of the Marina Supervisor job description at http://www.escanaba.org. The deadline for submissions is Friday, February 28, 2020, at 4:00 p.m.

The City of Escanaba is an Equal Opportunity Employer.
City of Escanaba  
Job Description

Title:  Seasonal Harbor Supervisor  
Department:  Marina  
Date:  January 2020  
Status:  Non-union, Seasonal, Non-Exempt  
Wage:  $11.90 per hour

GENERAL PURPOSE
Oversee operations at the Escanaba Municipal Marina April 25th – October 22nd, or closing is complete.

SUPERVISION RECEIVED
Works under direct supervision of the Harbormaster.

SUPERVISION EXERCISED
Supervises seasonal, part-time, and Public Works employees assigned to the Marina Operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Maintain all municipally owned facilities and structures at the Marina, Aronson Island and North Shore Boat Launch.

Provide instruction and guidance to staff to insure continuity of Marina operations, rules, procedures.

Maintains, installs, and removes, in season, City docks, floats, buoys, channel markers and poles.

Collects ramp, transient slip, and launching fees.

Develop and implement annual/daily preventive maintenance schedule.

Oversee and troubleshoot operation of the Marina’s fuel station and pump-out operation.

Oversee maintenance and upkeep of Marina buildings and grounds.

Execute special assignments and performs duties related to the Marina and harbor as directed by the Harbormaster.

REQUIRED MINIMUM QUALIFICATIONS
High school diploma and valid Michigan Driver’s License.
NECESSARY KNOWLEDGE, SKILLS AND ABILITIES
The individual in this position will possess strong boating experience and strong knowledge of Marina operations; excellent interpersonal skills; strong verbal and written communication skills; construction and maintenance skills; computer literacy and ability to use MS Office applications.

SELECTION GUIDELINES
Selection is based on strength of resume/application, education, experience and personal interview. Performance on pre-employment tests may also be used as selection criteria.

TOOLS AND EQUIPMENT
Operates tools and equipment as necessary to perform functions described above. Specific equipment includes, but not limited to: computer, telephone, and hand tools.

PHYSICAL DEMANDS
The employee is regularly required to walk, stand, talk, hear, crouch, kneel, sit, finger, handle, feel, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, and crawl. The employee must frequently lift and/or move up to 75 pounds and occasionally lift up to 100 pounds. Specific vision abilities include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT
Work is performed both indoors and outdoors. The noise level varies from quiet to loud. The employee must regularly work in wet or inclement conditions. There is risk of exposure to fumes and toxic substances.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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