

## MUNICIPAL BOAT BASIN SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for a wide variety of duties in the operation and maintenance of the marina including meeting the general public, issuing permits, collection of fees and supervision of maintenance and repair work. Supervision may be exercised over a small number of maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises maintenance and repairs of all equipment, floats, docks, ramps, office building and lockers;

Issues mooring, docking, storage and launching permits;

Collects permit fees and assists in keeping of records;

Refers violations to Bay Constables for enforcement;

Plans the hauling, launching and storage program of boats;

Assigns space for winter storage of boats;

Maintains grounds and parking areas;

Oversees painting and placement of all docking equipment;

Recommends construction or alteration of facilities or repair of existing dock facilities;

Prepares annual budget for the marina;

Prepares and maintains records and reports of fees collected, personnel and equipment utilization, and work completed;

Orders necessary equipment and supplies;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of marina operations, maintenance and safety standards; good knowledge of marina operation and boat handling; good knowledge of the methods, tools and materials used in marina work; good knowledge of Coast Guard requirements and harbor regulations; ability to handle finances and keep records; ability to prepare activity reports; ability to work effectively with the general public; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; integrity; good judgment in emergencies; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and three (3) years of experience where the primary function of the position was boatyard, harbor or marine operations, maintenance and/or repair including or supplemented by one (1) year of supervisory experience; or (b) seven (7) years of experience as outlined in (a) including or supplemented by one (1) year of supervisory experience.

SPECIAL REQUIREMENT: Eligible for an Auxiliary Small Boat Handling Certificate issued by the U.S. Coast Guard. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment.