CITY OF CHARLEVOIX

Title: Boat Launch Attendant

FLSA: Non-exempt
STATUS: Seasonal Summer

Department: Police

Reports To: Police Chief

Date: February 17, 2011

Position Purpose and Objectives

Responsible for patrolling assigned areas of the boat launch to assist boaters, collect monies, issue tickets, and maintain fish cleaning station.

Scope and Environment

Work under the supervision of the police chief or his/her designee. Work in all types of summer weather. Work performed at Ferry Beach boat launch.

Essential Job Functions

- Direct vehicles with trailers to, from, and around boat launch area.
- Assist boaters in docking and undocking.
- Collect, record, and deposit all monies.
- Patrol an assigned area on foot to ensure public compliance with existing parking ordinance.
- Make arrangements for illegally parked or abandoned vehicles to be towed and direct tow-truck drivers to the correct vehicles.
- Write citations for illegally parked vehicles.
- Appear in court at hearings regarding contested traffic citations.
- Report miscellaneous violations which require the services of a police officer.
- Troubleshoot docks for replacement, cleaning, and repair as needed.
- Maintain the fish cleaning station with water, bleach, and soap and facilitate removal of fish waste products.

Knowledge, Skills and Abilities Required

- Able to work outdoors in all types of summer weather.
- Working familiarity with fishing/boating and police operations including City boat launch and parking ordinances.
- Cash accounting skills.
- Positive attitude.
- Excellent interpersonal and public relations skills.
- Patience working with people of all ages and abilities.
- Ability to project a courteous and positive public image of the City of Charlevoix.
- Ability to tolerate unpleasant odors/sights.

Required Certification

- High school graduate or equivalent

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: March 21, 2011