

CITY OF CHARLEVOIX

Title: Harbormaster **FLSA:** Exempt
STATUS: Seasonal Summer

Department: Marina

Reports To: City Manager

Date: June 19, 2017

Position Purpose and Objectives

Responsible for planning, organizing, and managing the employees and work activities of the Marina. Provide continuous effort to develop a user-friendly Marina.

Scope and Environment

Work performed at the City Marina. Marina open from May 1 to October 15. Works in all types of summer weather.

Essential Job Functions

- Plan, organize, and manage all operations of the Marina.
- Supervise all Marina employees including goal setting, performance reviews, and disciplinary actions.
- Submit recommendations to the City Manager regarding maintenance and repairs necessary to maintain all City-owned Marina property in a safe functioning manner.
- Collect, account for, and deposit all Marina monies and fees.
- Maintain and/or direct the maintenance of departmental records, activity reports. For example, submit a year-end report of all Marina activities, including fees collected and expenses.
- Maintain and submit records required by the Waterways Commission of the State of Michigan.
- Develop, implement, and revise internal policies and procedures: issues general instruction regarding water traffic control, public safety, theft prevention, et al.
- Review and resolve complaints.
- Prepare departmental budget, confer with, and submit to City Manager.
- Attend staff meetings. As required, attend City Council meetings and submit reports.
- Assist boaters with docking and undocking.
- Walk an assigned area on foot to ensure public compliance with existing marina ordinances.
- Troubleshoot docks for replacement and repair and/or direct attendants to perform same.
- Maintain and/or direct others to maintain harbormaster building, including restrooms, showers, and harbormaster's office area in a neat, clean, and professional appearance.

Knowledge, Skills and Abilities Required

- Knowledge of Michigan Waterways Commission regulations.
- Working familiarity with boating.
- Able to work outdoors in all types of summer weather.
- Strong management and interpersonal skills and able to interact with people of all ages.
- Positive attitude.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Minimum Qualifications

- High school graduate or equivalent; college preferred.
- Possess a minimum of eight (8) years of related experience in resort environment (high value boats).

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.