

**ELMWOOD TOWNSHIP HARBORMASTER
JOB DESCRIPTION**

Responsible for the day to day operations of the Elmwood Township Marina. Supervises and performs maintenance on all marina buildings and equipment. Supervises, hires, and trains support staff. Performs related duties as required.

SUPERVISION

Works under the general direction of the Township Supervisor. Work checked through the review of progress reports submitted and regular meetings with Supervisor and staff as needed.

SUPERVISION EXERCISED

Exercises direct supervision over marina maintenance personnel and support staff.

DUTIES AND RESPONSIBILITIES

The employee serving in this position may be called upon to perform any or all of the following. These examples do not include all of the tasks that the employee may be expected to perform.

1. Responsible for the day to day operations of the Marina from April 1- October 31:
 - a. Plans, coordinates, leads, and supervises the operation of the Elmwood Township Marina, reporting to the Elmwood Township Supervisor;
 - b. Projects needs for seasonal support staff to ensure adequate coverage for scheduled and posted marina hours.
 - c. Responsible for the hiring, supervision, training, and scheduling of support staff.
 - d. Maintains and safeguards cash receipts and balance sheets for Elmwood Township Marina;
 - e. Maintains records of marina slip occupancy. Prepares summaries and reports as required.
 - f. Administers contracts for seasonal boaters at Elmwood Township Marina. Maintains and updates waiting lists.
 - g. Manages the Central Reservation System (CRS) in accordance with the requirements of the Michigan Department of Natural Resources
 - h. Prepares the marina for spring opening by purchasing launch tickets, key cards, and parking tickets; opening up the restrooms and ensuring that all equipment is in good operating order; ensures the wifi and security cameras are up and running; ensures water and electricity to the docks; repairs the boat launches as needed and installs them in the water; schedules the annual marina electrical inspection; establishes the mooring fields; marks the navigation channel; coordinates with commercial marine operators to get all boats successfully and safely launched; establishes the dinghy storage areas; etc.

- i. Maintains a high level of customer relations with all users of the marina at all times.
 - j. Coaches support staff to ensure excellent customer service is provided and safety is maintained onboard the facility at all times.
 - k. Responsible for the charging and collection of fees, including reconciled daily receipts with the Township Treasurer at least once a week according to policies, procedures, and schedules adopted by the Township Board.
 - l. Maintains records of transient usage and assignment of slips and mooring buoys.
 - m. Solicits bids when needed. Reviews, recommends, and approves all purchases subject to spending limits authorized by the Township Board.
 - n. Responds to and files complaint reports and reports of damage to public and private property.
 - o. Evaluates and implements marina rules and regulations.
 - p. Secures the marina at the end of the season. Purges all water lines. Secures the restroom facilities. Oversees the retrieval of navigation and mooring buoys and stores same over the winter. Works with commercial operators to retrieve boats during the off season and arranges for storage of boats on site during the winter as appropriate, including the collection of all fees, and performs any other tasks as necessary.
 - q. Assembles the slipholder and buoy holder packets at the end of the season. Mails packets out to the marina users by mid-December at the latest. Determines which slipholders and buoy holders will not be returning for the following season. Accommodates slip change requests to the extent possible. Receives and collects full and partial slip payments and processes same through the Township Treasurer. Manages the wait list to ensure vacated slips are filled for the upcoming season as early as possible.
 - r. Monitors marina during the winter months to ensure bubbler systems are working properly and to ensure the security of equipment and facilities.
 - s. Must be able to be bonded due to the need to handle money on a regular basis.
 - t. Attends Marina Committee or other committee meetings or Board meetings as requested.
2. Responsible for the routine maintenance and safety of the Elmwood Township Marina facility:
- a. Understands the operation and routine maintenance requirements of all marina equipment, including wifi, pump-outs, electrical pedestals, bubbler systems, office machinery, and all fire and safety equipment.
 - b. Conducts routine inspections for safety and cleanliness of marina facilities and performs repairs to docks, launch ramps, parking lots, and buildings as needed.
 - c. Ensures entire marina facility is kept clean and that adequate supplies of operational inventories are maintained at all times.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM JOB QUALIFICATIONS

High school diploma or equivalent.

Valid Michigan driver's license.

Prior marina management or equivalent experience.

Recreational boating experience and/or boat ownership preferred.

Ability to lead and motivate others.

Thorough knowledge of marina operations.

Skill in effectively communicating ideas and concepts in writing.

Ability to critically assess situations and solve problems, and to work effectively under stress within deadlines and changing work priorities.

Strong mechanical and maintenance abilities necessary for the efficient and ongoing operation of all marina buildings and equipment.

Initiative and resourcefulness in solving and anticipating problems.

Ability to interpret and diplomatically enforce Township rules and regulations.

Ability to establish effective and successful working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, contractors, professional contacts, vendors, and the general public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics below are representative of those the employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk or stand, and occasionally travels to other locations. The employee is occasionally required to climb or balance, smell, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of heavy weight. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works outdoors. The employee is occasionally exposed to moving mechanical parts; wet, humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme heat or cold, vibration, and risk of electrical shock. The noise level in the work environment can range from quiet to very loud.