



## Muskingum Watershed Conservancy District Position Description and Requirements

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<b>Position Title:</b>	Boat Rental Attendant	<b>Date:</b>	December 19, 2016
<b>Department:</b>	Recreation	<b>Classification:</b>	Seasonal (S)
<b>Reports to:</b>	Boat Rental Supervisor	<b>FLSA Status:</b>	Non-exempt
<b>Directly Supervises:</b>	None		

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### Summary of Responsibilities

Responsible for scheduling, coordinating, and/or facilitating boat rentals within the park or campground for camper and daily guests. Provides instruction and assistance to park guests on the safe operation of watercraft, including ski boats, pontoon boats, fishing boats, aqua cycles, paddle boats, paddle boards, and kayaks. Responsible for receiving and scheduling boat rental reservations, handling refueling of watercraft, and performing general maintenance and/or cleaning of watercraft.

Maintains a clean and safe boat rental facility and surrounding areas. Maintains docks in a clean, safe, and orderly appearance.

Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Provides excellent customer service when interacting with MWCD guests.

### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

### Essential Functions *include the following. Other duties may be assigned.*

Handles monies, maintain accurate records to include daily deposits, collects correct rental fees, makes accurate change, and assists customers with rental agreement forms.

Operates cash registers, adding machines, credit card machines, and communication radios.

Monitors dock area, distributes life jackets and ensures proper usage, cleans interior and exterior of boats, follows established closing procedures. Monitors activities, keeps a clean and orderly appearance and keeps Boat Rental Supervisor informed of inventory needed. Reports unsafe conditions and equipment, such as oars, life jackets, canoe seats, paddle boat peddles, etc. to the Boat Rental Supervisor. Responsible for renting other items, such as but not limited to, beach chairs and umbrellas.

Notifies appropriate manager of any safety concerns realized while performing job duties.

### Skills and Abilities

**Education:** Less than high school education; or up to one month related experience or training; equivalent combination of education and experience.

**Experience:** Customer service experience required. Experience in recreation and knowledge of watercraft operation is required. A thorough knowledge of Ohio Watercraft rules is preferred. Basic knot and rope handling experience is preferred.

- Computer Skills: Basic computer skills required
- Certifications & Licenses: Ohio Boater Education Course required.\* Driver's license valid in the state of Ohio.
- Abilities: Ability to work well with the public and good public communication skills are required. Ability to plan and schedule a variety of activities. Ability to communicate ideas and plans to park staff and supervisor. Ability to handle stressful situations with professionalism.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Other Requirements, Expectations, or Unusual Conditions**

Overtime work and/or split shift(s) work is required as necessary. Must have a sincere interest in outdoor recreation. This position requires weekend, evening and holiday work.

\*NOTE: If individual was born on or after January 1, 1982, they are required to attend a mandatory ODNR Division of Watercraft Boater Education Course to be eligible for employment.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed \_\_\_\_\_

Date \_\_\_\_\_