



Muskingum Watershed Conservancy District Position Description and Requirements

Position Title:	Marina Attendant	Date:	December 19, 2016
Department:	Recreation	Classification:	Seasonal (S)/ Variable (V)
Reports to:	Marina Mgr and/or Asst. Marina Mgr	FLSA Status:	Non-exempt
Directly Supervises:	None		

Summary of Responsibilities

Performs a variety of tasks including retail sales, custodial duties, landscaping activities, and customer service activities related to marina operations. Assists guests by answering questions and providing information regarding campgrounds, facilities, policies, rules and regulations.

Responsible for cleaning all marina facilities including restrooms, sales floor, shower buildings, cabins, motel rooms, and bait and live-well areas as applicable.

Responsible for assisting marina guests in the retail store and operating cash register.

Responsible for the care and maintenance of the marina in general. Performs general maintenance procedures throughout the marina.

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.*

Performs basic grounds keeping for the marina and campground areas, including mowing, trimming, and weeding.

Assists boaters in docking by taking lines and properly mooring watercraft. Performs dock checks.

May assist with installation, removal, and repair of docks.

Assists with the routine maintenance on equipment, for example, changing oil and filters, greasing bearings, and properly replacing parts.

Responsible for fueling watercraft owned by the MWCD, private watercraft, and watercraft rentals. Must keep all MWCD owned watercraft clean and in properly working condition.

Assists with the operation of the waste pump out station.

Responsible for responding to inquiries from the public as well as handling and facilitating complaint resolution.

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

Notifies appropriate manager of any customer issues that require further attention.

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, landscaping, and custodial experience are preferred.
Computer Skills:	Basic computer skills required
Certifications & Licenses:	Driver's license valid in the state of Ohio
Abilities:	Ability to maintain confidential information. Good communication skills and the ability to work well with the public are required.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and walk. 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, 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 is required as necessary. This position requires weekend, evening and holiday work. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; outside weather conditions; and risk of electrical shock.

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 _____