

ST JAMES TOWNSHIP JOB POSTINGS

BEAVER ISLAND MUNICIPAL MARINA NORTH AND SOUTH

DOCK ASSISTANT(S) / FACILITIES MAINTENANCE ASSISTANT / CLEANING ASSISTANT

St James Township is seeking individuals to support the successful operation of its Municipal Marina facilities for the **2020 Boating Season**. Municipal Marina South is open from June 10 – September 30 and Municipal Marina North is open from June 29 – September 30.

Dock Assistant(s): The dock assistant will work with the Harbormaster to operate the Municipal Dock to meet the standards and rules set by the Michigan Department of Natural Resources and the St James Township Board. The selected employee(s) will be expected to provide continuous effort to develop a user-friendly marina. The Dock Assistant(s) will work 30–40 hours per week from mid-June through late August. One of the Dock Assistants will work beginning in late May or early June. Pay Range is \$14 - \$18/hour.

Facilities Maintenance Assistant: The facilities Maintenance Assistant will work with the Harbormaster in the day-to-day operation of the Municipal Dock by performing routine building and facility duties. Self-motivated and task-oriented individual with mechanical skills to perform troubleshooting, installation, equipment repairs and maintenance. Must be a team player, pro-active individual, work well with the team and willing to go above and beyond when needed. The Facilities Maintenance assistant will work approximately 40 hours before and after the season and approximately 12 hours per week during boating season. Pay Range is \$15 - \$19/hour.

Cleaning Assistant: The cleaning assistant will work with the Harbormaster in the day-to-day operation of the Municipal Dock by performing essential cleaning of bathrooms and shower room facilities. Self-motivated and task-oriented individual with ability to work daily to ensure sterile and clean facilities for boaters. Must be a team player, pro-active individual, work well with the team and willing to go above and beyond when needed. This employee will work prior to season opening and approximately 30 hours per week during boating season. Pay Range is \$14 - \$18/hour.

To view Job Descriptions and Application Document follow link at <http://www.stjamestown.org/>

Applications Must be Received by

Applicants should send a completed application and letter of interest by email (preferred) or US Mail to:

Harbormaster Marlene Wiser

PO Box 85

37830 King's Highway,

Beaver Island, MI 49782

harbormaster.stjamestown.bi@gmail.com

For Further Information Contact:

Harbormaster Marlene Wiser harbormaster.stjamestown.bi@gmail.com

or Supervisor Kathleen McNamara mcnamara.stjamestown.bi@gmail.com

Expected Timeline:

- May 8, 2020: Positions Posted, Posting Will Remain Open Until Position(s) Filled
- May 19, 2020: Applications Due by 5:00PM
- Late May/Early June: Applicants Hired