

JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

DRAFT

Title: General Dock Assistant **Status:** Seasonal Summer
Department: Public Works
Reports To: Harbormaster
Date: April 2020

Position Purpose and Objectives

Assisting the Harbormaster in the day-to-day operation of the Municipal Dock. Carrying out tasks and work activities issued by the Harbormaster. Provide continuous effort to develop a user-friendly Municipal Dock. Supervision of the Municipal Dock in the absence of the Harbormaster. Compensation is paid at a rate set by the St James Township Board.

Scope and Environment

Work performed at the Beaver Island Municipal Dock. General Dock Assistant works from Mid-May through September, from 20 – 40 hours per week depending upon month.

Essential Job Functions

- Assist Harbormaster in managing all operations of the Municipal Dock.
- Assist Harbormaster in implementation and maintenance of MDNR Reservation System.
- Implement internal policies and procedures: issues general instruction regarding water traffic control, public safety, theft prevention, et al.
- Review and resolve complaints.
- Assist boaters with docking and undocking.
- Walk an assigned area on foot to ensure public compliance with existing Municipal Dock ordinances.
- Ensure a neat, clean, and orderly Harbormaster's building, including restrooms, showers, etc.
- Grounds keeping and light maintenance of equipment and facilities.
- Supervise the Municipal Dock on Harbormaster's days off.
- Understand and manage the fuel dispensing equipment and procedures
- Understand and manage the sanitary pump-out equipment and procedures

Knowledge, Skills and Abilities Required

- Working familiarity with boating.
- Able to work outdoors in all types of summer weather.
- Willingness to perform assigned tasks.
- Interpersonal skills and able to interact with people of all ages.
- Positive attitude.
- Ability to project a courteous and positive public image of Beaver Island and St. James Township.

Minimum Qualifications

- High school graduate or equivalent.
- At least one (1) year of work experience.