

**BEAVER ISLAND MUNICIPAL MARINA STAFFING GUIDELINES FOR SUMMER 2020
DRAFT FOR ST JAMES TOWNSHIP REVIEW**

Typical Marina Daily Hours during Summer Season are from 8:00am – 6:00pm

Municipal Marina Staffing Recommendations 2020	Approximate Total Hours	Pay Range	Notes:	Job Description Completed
Harbor Master	640	Salary	Responsible for planning, organizing, and managing the employees and work activities of the Municipal Dock. Consider having this person be salaried at \$15,000.00 (roughly based upon 640 hours X 22.00/Hour) Daily management and operations of both marina	X
Dock Assistant	540	\$14.00 - \$16.00	This Dock Assistant works from Mid-May through September, from 20 – 40 hours per week depending upon month.	X
Dock Assistant 1N	320	\$14.00 - \$16.00	Work from mid-June through Labor Day weekend. (In 2020, likely not start until end of June) Typically work 40 hours per week for 8-10 weeks. per week	X
Dock Assistant 2N	320	\$14.00 - \$16.00	Work from mid-June through Labor Day weekend. (In 2020, likely not start until end of June) Typically work 40 hours per week for 8-10 weeks. per week	X
Dock Assistant 1S	360	\$14.00 - \$16.00	Work from mid-June through Labor Day weekend. Typically work 40 hours per week for 8-10 weeks. 3 – 4 days per week	X
Dock Assistant 2S	360	\$14.00 - \$16.00	Work from mid-June through Labor Day weekend. Typically work 40 hours per week for 8-10 weeks. 3 – 4 days per week	X
Facilities Maintenance Assistant	222	\$15.00 - \$18.00.	Assisting the Harbormaster in the day-to-day operation of the Municipal Dock by performing routine building and facility duties. Works from May through October approximately 12 hours per week.	To be completed Draft available
Cleaning Assistant	480	\$15.00 - \$18.00.	Assisting the Harbormaster in the day-to-day operation of the Municipal Dock by cleaning and maintaining the shower rooms and bathrooms at both marinas. Works 20 hours in May to get facilities ready, works approximately 30 hours per week June through Labor Day and 10 hours per week during September.	To be completed

- Overall hours should be very similar to what is identified above, but individual hours can be adjusted based upon needs. This staffing plan allows for two staff members to be on site for several hours per day during the busy boating season.
- Volunteer Dock Assistants will be recruited by the harbormaster; several summer residents have expressed interest in helping out if needed
- Prepared by K McNamara UPDATED 4/22/2020