



CITY OF
ST. AUGUSTINE[™]
EST. 1565
**PERSONNEL
MANUAL**

3.	Job Description
3.2	General Employees
3.2.83	Marina Attendant

Job Position Marina Attendant (Part Time)

Department General Services

Division Municipal Marina

Job Description

Must be capable of assigning dockage and anchorage and for keeping accurate records pertaining to the use of the Marina Facility. Responsible for care of docks, buildings, facilities, and grounds. Must be able to handle most operations at the Marina without supervision. Work is performed under the general supervision of the Harbormaster and Senior Marina Attendant.

Job Responsibilities

Maintains constant clean up of the Municipal Marina, buildings, courtyard, grounds, docks, public restrooms, boater restrooms and showers. Empties trash containers, picks up trash, cigarette butts, and other rubbish as required.

Exercises expertise in customer and public relations. Maintains an excellent attitude and working relationship with customers, Harbormaster, Senior Marina Attendants and other employees.

Accommodates and coordinates reservations both graciously and professionally. Collects and maintains an accurate account of all monies, credit cards, inventory, registrations and berths.

Registers and assigns berthing slips to incoming vessels and maintains an accurate docklist showing location of vessels using the Municipal Marina. Maintains an accurate record of all arrivals and departures, of berthing slips assigned and of fees collected.

Advises and assists in docking or departing and of conditions, berth and procedures. Collects mooring and dockage fees; sells gasoline, diesel, oil and other supplies.

Continuous monitoring and use of VHF ship-to-shore radio in a courteous and helpful manner.

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Job Responsibilities (continued)

Maintains constant surveillance of the Marina and vessels arriving, staying, or departing the Marina.

Assists yacht and small craft customers in obtaining repairs, supplies, or other general services. Advises on marina rules, various local regulations and customs.

Accepts and oversees accurate inventory and fuel deliveries.

Trains to enhance knowledge of computer terminal operation when practical during slack business periods.

As required, with Senior Marina Attendant assistance, notifies vessel owners during all emergency conditions. Advises Harbormaster, Senior Marina Attendant, Coast Guard, Marine Patrol, Sheriff, Police, Rescue, and Fire Department of emergencies when applicable.

Prepares Marina and vessels during hazardous weather conditions as directed by Senior Marina Attendant. Assists in preparing Marina for special events.

Assists in maintenance and repair of buildings, docks, pilings, and grounds at the Municipal Marina and facilities.

Safely operates pump out boat and tender operations as required. Performs other related duties as assigned.

Subject to shift work, weekends, overtime, or emergency call in as required.

Education, Training and Experience

High school diploma required. Experience in the operation and maintenance of marina facilities preferred. Familiarity with power or sailing vessels, nautical terms, and marine customs. Customer relations and money-handling skills. U.S. Coast Guard license-OUPV (Six Pack) strongly preferred.

Driver's License Requirement: Valid Florida Driver's License Classification E.

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Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. This position is very active and requires standing, walking, bending, kneeling, and crouching throughout the day. The employee must frequently lift, pull, or move items up to 50 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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