

Seasonal Marina Manager

Reports to: Supervisor (administrative Board member)
Township Board

Positions Supervised: Marina employees

Employment Status: Seasonal Salaried, April 1st through October 31st

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible and accountable for the daily management and operation of the Gerrish Township Community Park Marina, including but not limited to hands on service duties and general administrative support and oversight of special functions. Will be required to work weekends, mornings and evenings throughout spring, summer and early fall season.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Supervise and assist marina employees, including organizing, scheduling and coordination of work and work schedules. Monitors and signs marina employee time sheets, ensuring they are received in the Clerk's office in a timely manner. Ensures staffing is conducive to the needs of our customers.
2. Ensures that the marina and park facilities are fully operational no later than the weekend prior to Memorial Day weekend, includes placing docks and hoists in proper location, grounds maintenance, ordering and boat placement.
3. Performs all services and marina duties on a regular schedule, including but not limited to cashiering, gas pump operations, dock assembly, tying up and fueling of boats, maintenance and customer service. Able to safely operate marina equipment, including but not limited to lawn tractors, utility tractors, small watercraft and ATV/ORV's.
4. Maintains the reputation of the marina as an attractive, clean and welcoming facility offering excellent services to customers. Coordinates grounds and dock maintenance and cleaning and building interior clean up.
5. Plans, prepares, oversees and maintains daily opening and closing procedures including daily restroom checks, inventory and cleaning.
6. In compliance with OSHA, NIOSH and MIOSHA standards, maintains the safety of all boaters, staff, visitors and equipment. Reports any injuries to the Township OSHA coordinator. Complies with all DEQ and DNR required for environmental concerns. Maintains certification and/or continuing education as applicable to safety and environment.
7. Maintains the security of all property, records, cash and keys and coordinates with the Gerrish Township Police to ensure security of grounds and patrons. Must be bondable and able to successfully pass a criminal background check.

8. Acts as the primary liaison between the Township Board and marina customers of both seasonal and transient boaters. Attends Township Board meetings as required and provides monthly reports and requested updates. Coordinates special events and activities with the Township Board.
9. Ensures high levels of service and quality, accuracy and quantity of work loads of both staff and self. Leads by example and acts as team leader to marina staff, ensuring both work and dress standards are adhered to.
10. Provides information to boaters on services and events available at the marina, in the community and throughout Higgins Lake. Provides both transient and seasonal marina patrons with applicable rules, ordinances and regulations, ensuring that rules and regulations are observed. Answers questions and inquiries concerning marina policies and procedures.
11. Oversees boat placement and scheduling of seasonal and transient slips and boats, in accordance with State of Michigan grant requirements and Township Board directives.
12. Collects fees for all services, including in/out services, transient rental, seasonal rental, fuel, concessions etc and ensures daily accounting and balancing in coordination with Township standards.
13. Regularly inspects the Community Park Marina recording and confirming overnight dockage, safety standards, maintenance needs, grounds conditions, equipment and services. Performs minor repairs as needed.
14. Monitors parking, ensuring that vehicles and trailers are parked in proper areas. Communicates any issues to the Gerrish Township Police as needed.
15. Refers to Township Board for any and all human resource matters, including but not limited to, employee satisfaction, discipline, hiring and termination. Coordinates marina employee counseling and training with Township Board and ensures proper documentation.
16. Supervises and manages the effective recording of all sales and collection of revenues to ensure accurate and complete recording of all financial information.
17. Programs and uses cash register and credit card equipment in a manner that ensures proper recordkeeping and upkeep; issues receipts for all transactions.
18. Coordinates and ensures that fuel is in stock and deliveries are scheduled based on increased demands. Complies with NFPA Chapter 28 standards concerning Marinas, Boatyards, Marine Terminals, Piers and Wharves.
19. Takes, maintains and reports daily accurate fuel records, reading from the fuel pump and tanks and physical inspection as needed. Ensures fuel tanks are serviced on a regular basis and coordinates both beginning and ending of season maintenance.
20. Prepares and provides to the Treasurer and Clerk weekly cash deposits accompanied by appropriate cash register and credit card tapes.

21. Maintains proper records as required by the Clerk and Treasurer including but not limited to weekly, monthly and seasonal sales reports, opening and closing inventory, list of seasonal boaters with boat name and payment information, list of transient boaters, list of in/out seasonal pass holders and pass number, year end reconciliation of revenues and gas sales and purchases.
22. Coordinates required inspections with the Fire/EMS Chief on an annual basis and coordinates building and planning with the Building and Zoning Inspector.
23. Works within budget to provide services. Orders concession items based on budget and maintains an accurate inventory. Works with Clerk to ensure timely payment of invoices through Township accounts payable.
24. Ensures completion of up to date, signed boat slip agreements and marina registrations by every seasonal boater, keeping records of name, address, boat, boat size, boat name and telephone numbers.
25. Coordinates and develops with the Fire/EMS Chief and Police Chiefs, appropriate Emergency protocol and procedures. Coordinate with Fire/EMS Chief and Police Chief for Emergency Management scenarios and planning. Ensures that all staff is familiar with the plans and the appropriate actions to be taken for various emergencies and is trained on an annual basis.
26. Works with the Township Board to provide input on policy and operational discussions, yearly budget needs, capital improvements, annual projects and growth, recommendations for changes or development of policies and procedures.
27. Coordinate and participate in annual safety and equipment training, documenting and reporting to Township Board. Maintains current knowledge of MIOSHA, OSHA, DEQ, DNR and NOSH standards as applicable.
28. Utilize office equipment and technology, including faxes, copiers, computers and related software, including Microsoft Office. Performs other duties as not specifically listed, to include special projects as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

1. High school graduate or GED equivalency required. Minimum 5 years previous retail experience and 3 years managerial experience in budgeting and financing. Preference for candidates with previous marina management experience and/or education.
2. Mechanical knowledge or ability desired. Ability to operate basic landscaping and power tools, utilize hand tools and cleaning tools.
3. Ability to work a varying shift that includes mornings, weekends and holidays. Accessible to marina staff when not on duty.

4. Good verbal communication skills and interpersonal skills, including the ability to read and understand labels and directions. Ability to work closely with a team.
5. Valid Michigan's driver's license, ability to work outdoors during all weather conditions, and frequent lifting of equipment weighing minimum 40 pounds to waist - high level; ability to climb, stoop and bend 85% of the time; also requires manual dexterity to operate equipment.
6. Basic knowledge of boating, boating safety and environmental and occupational health and safety. First aid and CPR training preferred.
7. Ability to gain a thorough understanding of fuel pumping and safety standards
8. Employment is subject to a suitable criminal background check, satisfactory drug testing and drivers license record review.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.