

Job Description

Title: Dock Attendant

Reports to: Brandon Jones

Summary of Position:

The dock attendant is responsible for the maintenance of the marina, grounds and the cleanliness of the boat rentals. They provide information and assistance to the boating public as needed.

Duties & Responsibilities:

- Provides the highest level of customer service
- Carries out routine cleaning duties that meet established quality standards for all marina related operations
- Inspecting, maintaining, repairing Marina docks, equipment, grounds
- Conducting inventory of parts/supplies needed for dock maintenance
- Check dock lines and utility connections on a daily basis or as requested
- Assistance as required in general Marina house cleaning, maintenance and repairs
- Respond to boaters hailing the marina on the radio and assist as necessary
- Knowledge of dockage rates
- Knowledge of Marina regulations and enforcement procedures
- Assists in securing rental boats to docks
- Routinely operates, motor and water vehicles and other mechanized equipment
- Gas attendant – fuels all water craft at the marina (guests & rentals). Ensures proper care and safety to customers and property while securing and releasing dock lines and otherwise assisting customer's arrival/departure from fuel dock
- Provide customer service and assistance for fuel dock store purchases, including handling cash and credit transactions and running a POS.
- Regularly monitor fuel levels of gas tanks and have gas ordered when necessary
- Any other duties as assigned by the Marina Management

Qualifications:

- Ability to swim or willingness to wear PFD; and is comfortable around water
- Boat knowledge (especially proper docking/tie up for power and sailboats) preferred
- Strong customer service skills, preferably retail cashier

- Excellent work ethic: reliability, responsibility and ability to work independently with little direct supervision
- Pleasant personality and ability to get along with customers, co-workers & Park Rangers/TVA Officers
- Experience with the following hand/power tools: drill; saw (hand, table, reciprocating); planer
- Experience with carpentry, plumbing and electrical
- Prospective employees should be responsible self-starters with attention to detail
- Ability to stand for the entire workday
- Able to bend, carry, reach/extend arms and hands above shoulder height frequently, or otherwise move in constantly changing environment
- Lifting, carrying, and pushing up to 25lbs. regularly, 30-35lbs. frequently, and up to 50lbs occasionally
- Climbing steps frequently
- Working in wet and slippery conditions. Frequently working in an outdoor, hot and damp environment
- Must be able to work days, nights, weekends and Holidays
- Frequently immerses hands in water
- Withstanding temperature extremes in outdoor environments and inclement weather

Print Employee Name: _____

Employee Signature: _____ Date: _____

