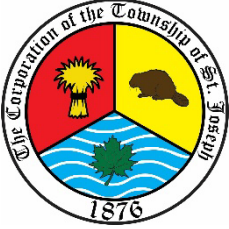


THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

JOB DESCRIPTION



Marina Manager

Department	Marina
Job class	17
Last Updated	November 15, 2021

PRIMARY FUNCTION:

The Marina Manager is responsible and accountable for the daily management and operation of the Richards Landing Municipal Marina, including but not limited to hands on service duties, cash management, indoor and outdoor maintenance, general administrative oversight, and adherence to TSSA guidelines. The Marina Manager works weekends, mornings and evenings throughout spring, summer, and early fall season. The marina manager and staff are expected to demonstrate pride in the community, a genuine interest in the promotion of the marina and Richards Landing, and a positive outlook.

REPORTS TO

- Clerk Administrator

DIRECTION EXERCISED:

- Three marina attendants

MAJOR EQUIPMENT OPERATED

- Gas pumps, pump-out, point of sale machine, cash register and debit machine
- Yard maintenance equipment
- Hand tools
- VHF Radio
- MS Excel, Outlook, various computer programs and internet.

RESPONSIBILITIES

- Manages the day-to-day operations of the municipal marina property in a safe, efficient, and customer focused manner.
- Oversee daily opening and closing procedures covering the marina office, laundry, public restrooms, lighthouse, historic jail and WI Park washrooms, including inventory and cleaning.
- Collect, balance, and record daily cash summaries and bank deposits for sales and rentals.

- Conduct daily inspection of docks, facilities, and equipment, reporting deficiencies and taking corrective action where applicable. Report larger maintenance requirements to the Public Works Superintendent.
- Maintain the security of all property, equipment, structures, and fixtures.
- Inspect, record, and maintain daily fuel levels in accordance with TSSA standards.
- Ensure that fuel tanks are serviced as needed, and coordinate maintenance in accordance with TSSA licensing requirements for fuel operators.
- Schedule, train and provide guidance to summer attendants in proper docking and fueling practices, Occupational Health and Safety standards, grounds keeping and general facility maintenance.
- Create and maintain schedule and timesheets and report to the administrative office bi-weekly.
- Conduct VHF radio communication with boaters and provide slip management which includes taking bookings and scheduling seasonal and transient slips and boats.
- Assist with launching, docking, securing, and fueling of vessels in a safe, efficient, and friendly manner.
- Participate in planning and managing special events held at the Marina.
- Uphold Marine Clean priorities regarding spill response procedures.
- Coordinate the timely delivery of fuel and other supplies.
- Regulate vehicle, ramp, and boat traffic to ensure adequate parking lot access.
- Collect, maintain, and track boater statistics, usage data, mooring agreements and activity logs including NCMTC Pump Out cards.
- Maintain and cooperative working relationship with marina restaurant lessee.
- Ensure marina staff keep up with designated responsibilities and all property maintenance is completed.
- Ensuring high standard of cleanliness are kept in marina grounds, especially in the office and washroom areas.
- Ensure that Occupational Health and Safety regulations and policies are consistently followed regarding protection of staff and use and storage of chemicals.
- Provide exceptional customer service to promote the marina and the community, local products and services, and local business.
- In the event of an emergency, must be capable of carrying out a leading role to ensure the safety of staff, customers and the general public.
- Performs other duties as may be assigned by the Marina Committee or Council.

QUALIFICATIONS

- Knowledgeable in building and facility maintenance, including plumbing and mechanical systems.
- Previous supervisory experience is required.
- Cash management and POS experience required.
- Previous experience as a marina manager or attendant is preferable.
- Must have or be willing to obtain Pleasure Craft Operators Certificate and VHF Radio Operator Certificate prior to beginning work.
- Knowledge of safe boat handling, docking, and fueling procedures
- Knowledge of TSSA regulations regarding Fuel Handling/Fuel Operators
- Excellent interpersonal and customer service skills to deal with the public in a variety of circumstances.
- Power Squadron certification would be considered an asset
- Self-direction and the ability to take initiative and work independently
- Good working knowledge of the Occupational Health and Safety Act
- Current valid driver's license
- WHMIS Certification, Valid First Aid and CPR

- Physically able to perform infrastructure and lawn maintenance duties which may require lifting.
- Familiarity with Richards Landing, St. Joseph Island, and the North Channel.
- Experience in the tourism/hospitality sector would be an asset.

HOURS OF WORK

The Marina Manager will be required to work 35 to 40 hours per week with an option for payment of overtime or accumulation of time off in lieu of overtime pay. Weekend and evening shifts are required. The Marina is open 8 am to 8 pm daily during peak season.