



Job Title:	Senior Marina Attendant		
Department/Group:	Marina	Supervisor:	Marina Manager
Location:	Madeira Beach Municipal Marina 503 150 th Ave. Madeira Beach, FL 33708		
Level/Salary Range:	\$18.00-24.95/hour	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR /MADEIRABEACHFL.GOV/JOBS Subject Line: Senior Marina Attendant Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES <p>Under the direction of the Marina Supervisor or designee, this is a responsible skilled worker delivery of services to the boating public.</p> <ul style="list-style-type: none"> • An employee in this classification is responsible for the safe and efficient operation of a marine fueling facility, cleaning public docks, bait house and surrounding areas. • Assists in dispensing marine fuels and lubricants to a variety of watercraft. • Ensures that all appropriate safety precautions are observed at the marina and pier/bait house. • Receives and accounts for cash, and processes checks and credit card sales. • Prepares daily shift reports and records. • Assigns slip to transient vessels and assists vessels in mooring. • Monitors docks, piers, and moored watercraft through periodic inspections. • Adjusts and re-positions mooring lines as needed. • Answer's telephone calls and provides marine and fishing related information. • Collects fees for rentals and resale items. • Performs minor maintenance, custodial assignments, and other marine or pier/bait house tasks as directed. • Other assignments as directed. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none"> • Graduation from high school or GED equivalent required. • Completed or the ability to complete the Florida Boating Safety Education Program. 			



- Previous experience related to customer service, retail and marina operations required.
- Knowledge of local waterways, tides, winds, hurricane tendencies and general weather patterns.
- Knowledge of standard marine practices related to watercraft operations, moorings and docking procedures, and marine fuel handling.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Must be able to work weekends and holidays.
- Able to work occasional overtime and civil defense recall if required.

WORK ENVIRONMENT

The work environment is usually quiet in the office and moderate to loud in outdoors. On a daily basis will be exposed to outdoor conditions, in all types of weather situations in managing and coordinating marina operations, sometime in extreme heat.

PHYSICAL DEMANDS

Hand-eye coordination is necessary to operate a computer, calculator, and various office equipment, screw driver, and other small hand tools. The employee may be required to operate a boat, vehicle or truck. While performing the duties, the employee is frequently required to sit, stand, talk, used hand to finger, handle, feel or operates objects and climb stairs. May be required to perform moderate lifting (15-50 lbs.), heavy lifting (over 50 lbs.) is occasionally required.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals with disabilities and Encourage both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com

Reviewed By:

Date:



Approved By:		Date:	
Last Updated By:		Date:	