



## City of Madeira Beach Position Description

Job Title:	<b>Marina Attendant</b>		
Department/Group:	Marina	Supervisor:	Marina Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$10.21 - \$17.46 hr. / Grade I	Position Type:	Part-Time
HR Contact:	Human Resources Coordinator	Date Posted:	10/08/2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a>  Subject Line: Application for Employment Attention: Human Resources – Recruiting		<b>MAIL:</b>  City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Description of the roles and responsibilities. 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"> <li>• An employee in this classification is responsible for the safe and efficient operation of a marine fueling facility, public docks, and bait house facility. Duties are performed under general supervision</li> <li>• Assists in dispensing marine fuels and lubricants to a variety of watercraft.</li> <li>• Insures that all appropriate safety precautions are observed at the marina and pier/bait house.</li> <li>• Assists vessels in mooring.</li> <li>• Monitors docks, piers, and moored watercraft through periodic inspections.</li> <li>• Adjusts and re-positions mooring lines as needed.</li> <li>• Answers telephone calls and provides marine and fishing related information.</li> <li>• Collects fees for rentals and resale items.</li> <li>• Performs minor maintenance, custodial assignments, and other marine or pier/bait house tasks as directed.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Graduation from high school or GED equivalent required.</li> <li>• Previous experience related to boating and/or bait house operations.</li> <li>• Knowledge of local waterways, tides, winds, hurricane tendencies and general weather patterns.</li> <li>• Knowledge of standard marine practices related to watercraft operations, moorings and docking procedures, and marine fuel handling.</li> <li>• Demonstrated ability to perform job duties listed, either through related experience or specialized course work.</li> <li>• Must be able to work weekends and holidays required.</li> <li>• Able to work occasional overtime and civil defense recall if required.</li> </ul> <p><b>WORK ENVIRONMENT.</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of safety practices, handling and moving objects with proper technique.</li> </ul>			



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- Able to work in adverse weather conditions and some extreme temperatures.

### ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourages 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 complete application for employment to: Human Resources Coordinator