



<b>Job Title:</b>	<b>Marina Supervisor</b>		
<b>Department/Group:</b>	Marina	<b>Supervisor:</b>	Marina Director
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$17.00 - \$27.00 hour	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>		<b>Date Posted:</b>	
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 399-1131 OR <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a>  <b>Subject Line:</b> Marina Supervisor <b>Attention:</b> Human Resources – Recruiting		<b>MAIL:</b>  City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>  Description of the roles and responsibilities. Under the direction of the Marina Director, this is a responsible skilled worker delivery of services to the boating public. <ul style="list-style-type: none"> <li>• Supervises marina personnel and responsible to assign, review and plan work of employees and maintain service and operational standards.</li> <li>• Provides training to marina staff regarding customer service, proper handling of financial transactions, proper fueling operations, safety precautions with the facility, spill response, and handling of emergencies.</li> <li>• Maintains an inventory system for all resale items including requires quantities on-hand, vendor contacts, loss prevention, ordering responsibilities and delivery schedules.</li> <li>• Picking up supplies</li> <li>• 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.</li> <li>• Instructs boaters on water safety, weather conditions, and other data for proper operation within the municipal marina.</li> <li>• Assigns and monitors rental spaces for wet and dry storage and maintains accurate records of all rental agreements.</li> <li>• Accounts for and takes appropriate action in response to delinquent accounts.</li> <li>• Enforces all marina facility rules and regulations.</li> <li>• Remains current on all application federal, state and local regulations.</li> <li>• Insures that all appropriate safety precautions are observed at the marina and pier/bait house.</li> <li>• Assigns slip to transient vessels and assists vessels regarding mooring methods.</li> <li>• Routinely monitors docks, piers, and moored watercraft through periodic inspections and makes necessary repairs when needed.</li> <li>• Prepares reports pertaining to financial transactions and resale inventory.</li> <li>• Assigns maintenance, custodial and other marine or pier/bait house tasks as directed.</li> <li>• Other assignments as directed.</li> </ul>			



#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Previous supervisory experience preferred.
- Graduation from high school or GED equivalent required with a minimum of two years college. Trade certification may substitute for some college.
- Must have a valid Florida Drivers License.
- Three years' experience related to customer service and marina operations preferred.
- Knowledge of local waterways, tides, winds, hurricane tendencies and general weather patterns.
- Knowledge of and skill in applying techniques and standard marine practices related to watercraft operations, moorings and docking procedures, and marine fuel handling.
- Awareness of environmental responsibilities and ability to direct and operate the facility as needed.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Required to resolve customer problems, complaints and perform detailed and complex tasks at times with short deadlines.
- Must be able to work weekends and holidays, "on call" and accessible by cell phone.
- Able to respond to civil defense recall and work in adverse weather conditions 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**

Work is performed in an office setting and outdoors. 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. The stress level for this position could be regarded as moderately "high". While performing the duties, the employee is frequently required to sit, stand, talk, use 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, and will provide reasonable accommodations to qualified individuals with disabilities and Encourage both prospective and current employees to discuss potential accommodations with the employer.

#### **ADDITIONAL NOTES:**

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. All applications will become public record under Florida law.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	