



<b>Job Title:</b>	<b>Marina Manager</b>		
<b>Department/Group:</b>	Marina	<b>Supervisor:</b>	City Manager
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	<del>\$64,034.56</del> 66,560 - <del>\$104,974.68</del> 83,260 DOQ	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Human Resources Coordinator	<b>Date Posted:</b>	09/27/2019
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	Open until filled
<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>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Subject Line:</b> Marina <del>Director</del> Manager		<b>Attention:</b> Human Resources – Recruiting	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<p><del>The City is seeking a highly qualified full charge marina manager who is professional, disciplined, results oriented, and energetic.</del> Under the administrative direction of the City Manager, <del>this applicant</del>the Marina Manager is responsible for the cost-effective, safe and efficient operation of the Madeira Beach Municipal Marina including all employees and activities within the Marina. <del>The manager must be a highly qualified full charge marina manager who is professional, disciplined, results oriented, and energetic. The City of Madeira Beach is nestled on Florida's Gulf Coast and is referred to as "the Grouper Capital of the World". This City provides for an excellent opportunity for a dynamic individual to lead and make a great impression on the community and staff.</del></p>			
<b>The position also includes the following responsibilities and duties:</b>			
<ul style="list-style-type: none"> <li>Responsible for the <del>day to day</del>day-to-day operations of the entire marina 7-days a week; must be able to work flexible hours that are often dictated by weather conditions.</li> <li>Supervises marina personnel and <del>is</del> responsible to assign, review, evaluate and plan work of employees and maintain service and operational standards.</li> <li>Administers Marina's annual budget and initiates purchase requisitions.</li> <li>Remains current on all applicable federal, <del>state</del>state, and local regulations.</li> </ul>			

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- 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.
- Determines which items or services are to be purchased, the quantity and quality, approve invoices, and negotiate or approve contracts for goods and services.
- Adheres to all regulations of licensure associated with the Marina facility, including but not limited to: package sale of alcoholic beverages, retail sale of saltwater fish products, and dispensing of liquefied propane fuel.
- Establishes and maintains an inventory system for all resale items and the facility including determining the types of products available for resale, required qualities on-hand, loss prevention measures, vendor contacts, product delivery schedule and ordering responsibilities.
- Ability to prepare documents and present to the Board of Commissioners as necessary.
- Responsible for the safe and efficient operation of a marine store, storage, and fueling facility including enforcing all marina facilities rules and regulations.
- Responsible for the delivery of exceptional services to the boating public. Effectively communicating with marina patrons and provide information regarding fishing, tides, weather conditions and other maritime activities.
- ~~Required to~~ Resolves customer problems, complaints and perform detailed and complex tasks at times with short deadlines.
- Assigns and monitors storage rental spaces for wet and dry slips and maintains accurate records of all rental agreements. Accounts for and takes appropriate action in response to delinquent accounts.
- Assigns and monitors slips for transient vessels and assists vessels regarding mooring methods.
- Routinely monitors docks, piers, and moored watercraft through periodic inspections and making necessary repairs when needed.
- Attends annual conference seminars and trainings, some of which may be out of state.
- Responsible for recruitment in conjunction with Human Resources.
- Monitors employees' performance and conducts evaluations, providing feedback to employees.
- Responsible for coaching employees on performance and behavior. Responsible for disciplinary action and training.
- Performs other related duties as assigned.

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

- Bachelor's Degree in Business or Public Administration.
  - ~~with a minimum high school graduation or GED equivalent required.~~ Trade certification may substitute for some college.
- ~~Must have a valid Florida~~ Driver's License.

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- ~~Active and Boater Safety~~ certification.
- Five years of experience as full charge marina operational manager with demonstrated ability to perform marina asset management, ~~either through related experience or specialized course work.~~
- Three years' experience related to supervisory, customer service and marina operations, ~~preferably with a government or public agency.~~
- ~~Previous experience managing an annual gross operating revenue (from the marina as well as all other related operations) of at least \$1,000,000 or managed a marina business with at least 100 boats in wet slips, moorings and/or dry storage slots preferred.~~
- ~~A member in good standing of Association of Marina Industries is preferred.~~
- Certified Marina Manager preferred or ability to obtain designation within two years of employment.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Previous experience managing an annual gross operating revenue (from the marina as well as all other related operations) of at least \$1,000,000 or managed a marina business with at least 100 boats in wet slips, moorings and/or dry storage slots.
- Previous supervisory, customer service, and marina operations experience within a government agency.
- A member in good standing of Association of Marina Industries.
- CPR/First Aid certification.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- 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.
- Knowledge of City policies, procedures, and Ordinances.
- Ability to train and evaluate employees.
- Knowledge of environmental responsibilities and ability to direct and operate the facility as needed.
- Ability and skilled in resolving customer problems, complaints and performing detailed and complex tasks at times with short deadlines.
- Able to respond to civil defense recall and work in adverse weather conditions if required.
- Ability to provide outstanding customer service.
- Ability to maintain composure during emergency situations.
- Knowledge of safety requirements and ability to recognize and report hazards immediately.
- Ability to project a positive, professional image.

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- Ability to maintain harmonious relationships with employees, leadership, elected officials, and the community.
- Ability to work and be exposed to outdoor conditions on a daily basis, in all types of weather situations in managing and coordinating marina operations, sometimes in extreme heat.

#### PHYSICAL REQUIREMENTS

##### 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~~ screwdriver, 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~~ bend, stoop, handle, feel or operate machinery and climb stairs. May be required to perform moderate lifting up to fifty (50) lbs. and heavy lifting over fifty (50) lbs. is occasionally required. ~~May be required to perform moderate lifting (15-50 lbs.), heavy lifting (over 50 lbs.) which is occasionally required.~~

##### 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.

#### 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.

##### PHYSICAL/WORKING REQUIREMENTS:

Work is performed in an office setting and outdoors. Hand-eye coordination is necessary to operate a computer, various office equipment, screw driver, and other small hand tools. The employee may be required to operate a vehicle, street sweeper, backhoe, and fork lift or sanitation 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, 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.

##### ENVIRONMENTAL CONDITIONS

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Majority of work is performed outdoors. Exposure to extreme weather conditions, heat, and extreme odors. Additional exposure to boating hazards, marine fuels, chemicals, and boating hazards.

#### **ADA COMPLIANCE:**

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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](mailto:humanresources@madeirabeach.com).

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~~NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.~~

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~~Cover letters and resumes may be included but are not accepted in lieu of application form.~~

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~~All applications will become public record under Florida law.~~

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#### AA/EOE/DFWP

Submit complete application for employment to: **Karen Paulson, Human Resources Coordinator**

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<u>Reviewed By:</u>		<u>Date:</u>	
<u>Approved By:</u>		<u>Date:</u>	
<u>Last Updated By:</u>		<u>Date:</u>	