

# Marina Dock Hand

**Direct Supervisor:** Director of Public Works  
**Department:** Department of Public Works - Marina  
**Version Date:** November 2023  
**Salary Grade:** 7  
**FLSA Status:** Non-exempt  
**FTE:** Seasonal



## Position Summary:

Dock Hands are responsible for dock maintenance and repair, the safe mooring of boats and general operations of the docks by assisting in coordinating the arrival and departure of boats and dispensing fuel. Dock Hands will engage in general building and grounds maintenance including restrooms cleaning and lawn care. Dock Hands provide outstanding customer service to boat owners and other visitors to the marina. Weekend hours will be required based on the needs of the business.

## Essential Responsibilities:

- Perform any safety, maintenance and custodial needs for the marina facility.
- Provide a high level of customer service to marina tenants and the public by providing information on services and events available in marina and throughout the community.
- Become proficient at using our various systems, including dockside transaction processing, reservations, fleet management, inventory management and more.
- Responsible for assigning transient or daily moorage; assist with boat arrival and departures.
- Operates marina equipment as needed, such as small water craft, pump-outs, lawn mowers, fuel dock, etc.;

## Qualifications & Skills:

- Valid Driver's License.
- Boating experience is preferred.
- Ability to operate a VHF and hand-held radio.
- Providing great customer service and pitching in to help the team are required.
- Ability to operate boats and marine fueling system.
- Exceptional customer service skills.
- Regular attendance.
- Ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and to maintain effective working relationships with other staff, contractors, and participants
- Ability to work a varying shift that includes mornings, weekends, and holidays.

## Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

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## Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Ability to work outdoors in all weather conditions.

Above average physical strength and stamina are required while performing the duties of this job. The employee is regularly required to stand, walk, bend, and handle materials which may range from 50 -75 pounds for limited periods. This work also requires lifting, standing, walking and reaching for long sustained periods.

Also required is the ability to perform tasks related to motions of the hands, legs, and back. The employee frequently is required to work outdoors in all climatic conditions and will experience some exposure to definitely disagreeable features requiring the appropriate use of Personal Protective Equipment (PPE). The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

## Department Summary:

The Department of Public Works is responsible for providing quality infrastructure that conveys safe, efficient delivery of essential goods and services, providing clean and beautiful public spaces that maximize the natural environment to enhance the overall quality of life and delivers professional quality public service with a friendly and welcoming atmosphere.

## Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_