

# Marina Maintenance Manager

**Direct Supervisor:** Director of Public Works  
**Department:** Department of Public Works - Marina  
**Version Date:** November 2023  
**Salary Grade:** 11  
**FLSA Status:** Exempt  
**FTE:** Full Time



## Position Summary:

The Marina Maintenance Manager is responsible for overall operation and maintenance of Marina docks, buildings, and grounds. The Marina Maintenance Manager participates in the hiring, training, and scheduling of seasonal employees. The Marina Maintenance Manager provides excellent customer service as needed.

## Essential Responsibilities:

- Oversees the mooring and hookup of vessels within the facility
- Inspects and maintains facility, equipment, etc., to ensure safety and proper functionality
- Responsible for Spring preparations including but not limited to:
  - Inspects dock systems for safety and repairs damages found.
  - Reconnects fuel dock to sea-wall and ensure pumps, waterlines, etc., are functioning correctly
  - Ensures electrical and water supplies are operational or coordinates services from electrician or plumber
  - Reopens access to main building, bathrooms, and shower area
- Operational season responsibilities including but are not limited to:
  - Maintains facility structures and making repairs as needed
  - Assists boaters with requests or problems
  - Monitors water levels and adjusts chains as needed
  - Supervises, schedules, and supports seasonal staff
  - Maintains cleanliness of the Marina facility, including bathrooms and showers
  - Inspects fuel dock monthly and upkeeps maintenance
- Responsible for Fall preparations including but not limited to:
  - Blows out water lines with compressor
  - Turns off electric supply
  - Prepares docks for winter storage
  - Winterizes buildings, fueling dock, and grounds
- Off Season responsibilities including but are not limited to:
  - Replaces damaged parts/pieces in preparation for Spring
  - Clears snow from walk areas, fire hydrants, parking area, etc.
  - Assesses and makes purchases for upcoming operational season
  - Other Public Works duties as assigned
- All other duties as assigned

# Marina Maintenance Manager

## Education & Experience:

- High School Diploma or equivalent
- Three years previous Marina experience
- Previous maintenance experience
- Previous supervisory experience preferred

## Qualifications & Skills:

- Valid Driver's License.
- Ability to operate boats and marine fueling system.
- Exceptional customer service skills.
- Regular attendance.
- Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.
- Ability to plan, organize, assign, supervise, and inspect the work of subordinates.
- 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
- Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for ground maintenance, repair, construction and other departmental activities.
- Ability to work independently in a fast-paced environment with frequent interruptions.

## Post Job Offer Requirements:

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

## 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.

# Marina Maintenance Manager

## 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: \_\_\_\_\_