

**CITY OF KEWAUNEE
JOB DESCRIPTION**

JOB TITLE: Marina/Campground Manager
DEPARTMENT: Marina/Campground
DATE APPROVED: February 11, 2019

SUMMARY DESCRIPTION:

Under the direction of the City Administrator, this position directs, supervises and is responsible for the daily operation and maintenance of the Kewaunee Marina & Campground, assuring that the programmatic and maintenance objectives are accomplished by coordinating the work of other marina personnel, adhering to City, State and Federal rules and regulations, and providing a high level of customer service; Responsible for seasonal and daily docking and campground reservations; Responsible for merchandise and gasoline sales. Work involves the responsibility for the leasing and renting of boat & campground space, collection of lease/rental fees, enforcing marina & campground rules and assisting boat owners with proper boat handling, mooring, or other assigned marine related functions within the City facilities.

DISTINGUISHING CHARACTERISTICS:

This is a full time, salaried position and classification that serves as a Manager. The Marina & Campground Manager supervises the work of the Kewaunee Marina & Campground and has the ability to exercise independent judgment and ingenuity to accomplish program objectives and meet the needs of the boating and camping public. Performs assigned general administrative and support duties during the winter months, assisting the Administrative staff at City Hall. Work involves considerable public contact and is performed with independence under general supervision.

ESSENTIAL JOB DUTIES:

(The functions of the classification may include, but are not limited to, those listed below)

- ! Develops and implements annual marina, budget, business plan including all marina operating budgets, marketing plans, including special events, staffing plans, etc. Develops strategic marketing and sales initiatives to ensure business growth and community awareness.
- ! Ensures effective control of revenues and expenditures and operating results and takes corrective action to guarantee achievement of Marina goals and objectives.
- ! Develop and implement work schedules; supervises the activities of personnel engaged in carrying-out Marina & Campground objectives, policies, procedures, rules, and regulations; manages all employees effectively and in accordance with established Human Resource policies, performs regular performance reviews and holds regular staff meetings.
- ! Manages and supervises subordinates; responsible for the overall direction, coordination and evaluation of employees; conducts training of employees; plans, organizes and coordinates work activities and schedules to improve services.
- ! Responsibilities include, interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing and resolving problems.
- ! Inspection of marina facilities; ensure that the maintenance and repairs are completed properly.
- ! Acts as a liaison between the City Council and Marina customers; attends Common Council

meetings as required, provides monthly reports and requested updates; coordinates special events and activities with other City Departments.

- ! Ensures that marina/campground facilities safety, maintenance and custodial needs are performed.
- ! Provide a high level of customer service to marina/campground tenants and the public by providing information on services and events available in marina and throughout the community.
- ! Receive money, perform daily sales reconciliations; prepares and provides to the Treasurer daily deposits accompanied by appropriate cash register and credit card receipt tapes.
- ! Works with Treasurer to ensure timely invoices through City accounts payable.
- ! Responsible for overseeing the fish cleaning stations, public launch ramps operation and parking;
- ! Responsible for assigning transient or daily moorage and campground sites;
- ! Coordinates Marina and Campground activities within the established budget, working to provide services, eliminate delays, order supplies, or equipment required or to improve services.
- ! Participates in and promotes highly visible public relations and safety awareness activities at the marina;
- ! Identifies funding opportunities and develops grant and foundation proposals in increase marina funding.
- ! Operates and maintains marina equipment as needed, such as small water craft, pump-outs, lawn mowers, fuel dock, etc;
- ! Orders concession items based on budget and maintains an accurate inventory.
- ! Maintains proper records as required by the Administrator and Treasurer including, but not limited to weekly, monthly and annual sales reports, opening and closing inventory, list of seasonal boaters with name and payment information, list of transient boaters, list of seasonal pass holders, pass numbers, year and reconciliation of revenues and gas sales and purchases.
- ! Performs other duties as may be assigned.

QUALIFICATIONS:

Education and Experience:

- ! Three (3) years of previous experience in marina management preferred; an Associate's Degree and/or five (5) years of equivalent training or experience in Business Management, Hospitality and/or Asset Management in any combination that provides the desired knowledge, skills and abilities is qualifying.

Knowledge, Skills and Abilities:

- ! Knowledge of principles and objectives of municipal marina management and operation laws, ordinances, rules and regulations;
- ! Knowledge of methods, practices and equipment used in marina maintenance services and activities;
- ! Valid Wisconsin's Driver's license, ability to work outdoors during all weather conditions and frequent lifting a minimum of 50 pounds to waist – high level ; ability to climb, stoop and bend 85% of the time; also requires manual dexterity to operate equipment.
- ! Skill in planning, assigning, and coordinating the activities of subordinates;
- ! Skill in use of computers, computer applications, and software;
- ! Skill in the operation of tools and equipment used in marina maintenance including landscaping and power tools, hand tools and cleaning tools;

- ! Skill and ability in maintaining records and preparing and presenting reports;
- ! Ability to work a varying shift that includes mornings, weekends, and holidays. Accessible to marina staff when not on duty.
- ! Ability to coordinate and participate in a full range of marina operations, maintenance and repair services and activities;
- ! Ability to establish and maintain effective working relationships with associates, visitors, customers, government representatives and vendors;
- ! Ability to deal tactfully and diplomatically with the general public and other government agencies regarding relevant codes, regulations, policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is performed both indoors and outdoors, with some work occurring in inclement weather. The noise level in the work environment is usually quiet to moderate. While performing the duties of this job, employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk; sit, climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must be capable of lifting and/or moving up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

(The work environment characteristics and physical demands described here are representative of those an employee encounters or must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)