

## CITY OF KEWAUNEE JOB DESCRIPTION

**JOB TITLE:** Marina/Campground Attendant  
**DEPARTMENT:** Marina/Campground  
**DATE APPROVED:** March 21, 2019

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### **SUMMARY DESCRIPTION:**

Under the general supervision of the Marina/Campground Manager, this individual will perform a variety of semi-skilled marina, boatyard and hospitality related duties. The individual will assist with the enforcement of marina/campground rules and regulations, pump fuel, empty marine heads, assist with general boatyard duties, collect fees, perform general building, lawn and custodial maintenance activities and various other duties as may be assigned by the supervisor.

### **DISTINGUISHING CHARACTERISTICS:**

This is a seasonal, variable hour position that serves as a general worker. The Marina/Campground Attendant performs 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. Under the general direction of the Marina/Campground Manager, the Marina/Campground Attendant is responsible for performing the day-to-day operations of the Marina/Campground.

### **WORKING RELATIONSHIPS:**

The Campground/Marina Attendant must interact on a daily basis with marina management, co-workers, City of Kewaunee staff, marina slip holders, and campground tenants. The individual must be approachable and at all times present a professional appearance and positive attitude when dealing with all internal and external customers and individuals.

### **SPECIFIC ROLES & RESPONSIBILITIES:**

The Marina/Campground Attendant is responsible for all or part(s) of the following duties:

- **Docking Assistance:** Provide docking assistance to Kewaunee City Marina Slip Holders, Transient boaters and "day guests" utilizing marina docks for berthing or fueling services. Assist with catching boats / lines, line handling and provide aid to the arriving captain in his / her efforts to safely approach the dock or pier. Learn proper VHF radio procedures.
- **Fuel Dock Services:** Manage and control the fueling of vessels at the fuel dock. The Marina/Campground Attendant is responsible for the safe and efficient fueling of all vessels awaiting fuel at the fuel dock. The Marina/Campground Attendant will assist with docking of arriving vessels, personally take control of the fueling process, direct the vessel captain or occupants of the vessel regarding safety regulations, follow all fueling procedures to ensure there are no fuel spills or fire hazards, dispense fuel according to Kewaunee City Marina fueling protocols, obtain payment for fuel purchases and assist the captain as they leave the fuel dock. Should fuel spills or spills of hazardous materials occur, it is the responsibility of the Marina/Campground Attendant on duty to immediately notify appropriate supervisory personnel and take remedial action in accordance with Kewaunee City Marina fuel spill procedures. In addition to specific responsibilities for fueling, the Marina/Campground Attendant will also assist (as needed) with head pumping, sell ice and boating supplies, collect docking fees, make slip assignments and check out other non-fuel related purchases.
- **Lawn Maintenance:** Perform various landscaping tasks around the marina/campground grounds, buildings, drives and parking areas. Such activities may include, but not be limited to: mowing grass, trimming trees and bushes, pulling weeds, fertilizing / aerating lawns, raking leaves / grass, mixing sprays and other materials to control pests and weeds.
- **Custodial / Maintenance Duties:** Perform basic litter cleanup, garbage can hauling, refuse hauling, cleaning and stocking of restrooms / showers, washing windows, cleaning docks and sidewalks, pickup pet and animal droppings, wash power centers, spider control, dead fish

control, painting, wash vehicles, and other miscellaneous custodial and maintenance duties as may be assigned.

- **Customer Service:** Interact with all customers in an open and professional manner. Learn customer names and maintain an inviting demeanor. Assist with docking (see above), answer telephones, respond to questions, give directions, aid as needed and directed by the immediate supervisor.
- **Cash Control:** Follow established procedures to ensure the security of cash and charge / credit accounts. Properly secure all cash funds during regular business hours and at the end of each shift. Learn proper POS procedures and at all times take responsibility for personal safety while handling cash.
- **Equipment Care:** Take responsibility for the proper and safe operation of all marina vehicles and equipment. Learn proper fuel and lubrication requirements for each piece of equipment. Ensure gasoline and additives are mixed properly to conform to equipment specifications. If equipment malfunctions or breaks during use, report the situation to the supervisor so that repairs can be made. After each use, return all equipment to the proper storage area (in a clean and operating condition).
- **Safety:** Follow all established procedures and guidelines to ensure a safe environment for all employees, customers and outside vendors. Handle all hazardous materials in a safe and secure manner in accordance with all federal and state laws. Report any spills of hazardous materials immediately to supervisor. Actively participate in the safety training and follow proper procedures when using marina equipment. Wear proper safety gear at all times. In the event of accidents, report the situation to the supervisor immediately. Go through a "safety check" before using any piece of equipment. If there are problems, do not use the equipment. Contact the supervisor immediately. Use the "buddy system" and NEVER put yourself in harm's way.
- **Campground Duties:** Assist with general campground duties such as maintaining grounds, general yard cleanup, fish cleaning station maintenance, boat ramp inspection, valet services, or other duties as may be assigned by the supervisor.

### **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 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.)*

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