

**CITY OF EAST JORDAN
Job Description**

**MARINA DOCK ATTENDANT
SCHEDULE "A"**

Supervised by: Parks Director, Head Dock Attendant

Supervises: No Supervisory responsibility

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Daily operations, service and maintenance of East Jordan Municipal Harbor Dock.
- Help boaters in and out of slips (when sufficient help is at the Gas Dock).
- Sale and dispensing of gasoline in a safe manner.
- Proper use of pump-out equipment.
- Writing up proper sales slips.
- Satisfying customers needs in a quick and courteous manner.
- Keeping park and marina area clean.
- Mow lawn in park, keep restrooms and shower rooms clean and help perform maintenance from time to time.
- Must be capable of learning the proper use of the VHF-FM Marine Radiotelephone.
- Must have basic computer skills

Requirements:

Reliability in attendance. Able to be courteous and helpful with the public. Experience in the work listed in the job description above. Good standards for finished work and willing to work hard.