

City of Dunedin, Florida
Class Description

Position Title: **Marina Attendant**
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under direct supervision, performs routine to moderately complex duties in the maintenance of City parks and related structures and equipment. Reports to the Harbormaster.

Specific Duties And Responsibilities

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Assists patrons and supplies general information to the public; enforces simple rules and regulations governing the use of the facilities, opens and/or closes designated facilities at assigned hours of operation.

Collects slip and ramp decal fees; may assign boat slips and collect transient boat fees; ensures that all fees are current.

Perform safety checks of the marina.

Cleans and cares for public buildings, including marina restrooms and showers, shelters or other property; sweeps, mops, washes windows, restocks supplies. Empties all trash receptacles as needed.

Performs routine groundskeeping duties, installing and maintaining landscape materials, removing weeds, edging walkways, applying mulch, removing trash and debris, etc.

May perform light carpentry, simple plumbing and/or mechanical work and/or general manual labor as necessary to maintain the adjoining grounds and structures.

Prepares and submits required records and reports as needed.

Maintains assigned equipment and marina vehicles.

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May operate light trucks or other light power equipment.

Performs all work in compliance with established policies, procedures and standards of quality and safety.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

May perform clerical duties as needed.

Performs other related duties as required.

Minimum Training And Experience

Requires a high school diploma or GED equivalent.

Marina and/or boating experience is preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Must possess a valid Florida Driver's License.

Must be able to work on weekends and holidays, up to twenty-four (24) hours per week.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Marina Attendant. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job

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performance and efficiency. Has the ability to speak, write and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to comply with specific instructions or orders, and respond to simple requests from others. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Has knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

Verbal Aptitude: Requires the ability to use a variety of reference data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to understand and follow simple instructions and directions. Is able to read and interpret materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to use independent judgment in performing routine tasks.

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ADA COMPLIANCE

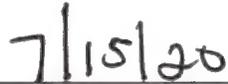
Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Parks & Recreation Director


Date