

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Marina Maintenance Technician**  
Parks & Recreation Department  
Marina

**GENERAL STATEMENT OF JOB**

Under general supervision, performs moderately complex and/or specialized work in the maintenance of the City Marina, related equipment and surrounding grounds. Assists with collecting fees for slip rent and boat ramp usage. Purchases necessary materials and supplies and recommends and coordinates contractors as needed for necessary repairs. 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 incumbents(s) of any particular position.*

Coordinates and performs carpentry, painting, electrical, plumbing and custodial work and general manual labor as necessary to maintain Marina grounds, docks, facilities, equipment and City owned vessels.

Inspects the Marina and the surrounding grounds for any safety issues and prepares regular safety reports. Maintains and repairs docks; performs various inspections as required. Notifies Harbormaster of the need for major repairs or other work requiring an external contractor.

Coordinates and performs routine grounds-keeping duties, including mowing grass, trimming trees and shrubbery, installing and maintaining landscape materials, removing weeds, edging walkways, repairing parking lot and driveways, pressure washing, etc.

Maintains the Marina restrooms in a clean and sanitary condition free from dirt, stains, garbage, etc. Removes trash and debris from the Marina grounds.

Monitors and performs any necessary maintenance on the septic pump-out station. Assists with the pump-out of vessels as needed.

Takes appropriate action in inclement weather to protect the safety of boaters and Marina personnel, as well as vessels and docks. Properly secures any vessel which is

Marine Maintenance Technician, Parks & Recreation Department

deemed a potential hazard and may cause damage to the Marina or other boats.

Maintains assigned equipment and vehicles; requisitions maintenance supplies, parts and materials as needed.

Enforces Marina-related City ordinances, as well as traffic and parking rules.

Assigns boat slips; collects, receipts and records fees. Impounds vessels as appropriate.

Works with assigned volunteers.

Assists boaters with various tasks as requested and appropriate.

Responds to after-hours emergencies as required.

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

Prepares and submits required records and reports.

Assists with special events as needed. Acts as the Harbormaster in their absence.

**ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by a minimum of four years of experience in marina, or facilities maintenance.

Boating experience preferred.

Experience in a skilled trade such as plumbing or electrical repair is preferred.

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

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

Must be able to swim.

Diver certification preferred.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the City as they pertain to the performance of essential duties of the Marine Maintenance Technician. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. 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 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.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. 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 some knowledge of nautical

practices and procedures.

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

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

**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 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 the evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE**

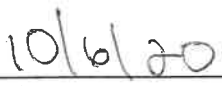
**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds)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

**Sensory Requirements:** 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, disease/pathogens.

*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