

City of Dunedin, Florida
Class Description

JOB TITLE: Harbormaster
Parks & Recreation Department
Marina

GENERAL STATEMENT OF JOB

Under general direction, provides effective and efficient management and supervision of Marina operations, ensuring compliance with established policies, procedures and safety regulations. Evaluates operational issues and implements solutions. Supervises staff at the Marina. Reports to the Administration Superintendent.

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.

Oversees all functions related to the provision of quality Marina services for the City of Dunedin including staff assignments, developing maintenance schedules, safety inspections and capital improvement projects.

Evaluates the effectiveness and efficiency of the Marina operations, and recommends and implements operational improvements.

Directly participates in the operation and management of the Marina by performing organizational, administrative, supervisory and budgetary tasks. Develops, schedules and implements short-and-long range plans.

Compiles data and prepares written reports, memos, maps utilizing the internet and various computer software. Enters computer data; uses computer to produce reports, spreadsheets, and manage project documentation.

Develops, presents for approval and administers the Marina's annual budget; initiates purchase requisitions. Maintains adequate records, maintains expenditures and oversees Marina budget.

Receives and responds to public inquiries, concerns and complaints regarding Marina activities and requests for assistance. Responses are in various forms, including but not limited to public presentations, personal visits, telephone, written, or electronic communication.

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Supervises Marina personnel and assigned community service workers. Supervisory duties include scheduling, instructing, assigning, reviewing and planning the work of others; allocating personnel; selecting new employees; ensuring employees are properly trained for the work being performed; preparing employee evaluations and providing performance feedback; acting on any employee issues by recommending discipline, or other employee actions.

Schedules all maintenance and projects for staff; provides training and instruction in the methods, equipment, materials and time constraints to accomplish work objectives; ensures the proper operation and care of equipment and tools used in maintaining the grounds and facilities.

Reviews the work of subordinates for completeness and accuracy; ensures work is being performed efficiently and effectively and enforces safety requirements.

Enforces Marina-related City ordinances and the compliance of slip renters with timely submittals of use agreements and insurance requirements. Serves as liaison with law enforcement agencies regarding public infractions.

Ensures compliance with division risk/safety policies and the proper maintenance of marina facilities through periodic inspections, including the underwater inspection of docks; schedules, supervises, performs and/or assists with dock repairs and routine maintenance.

Monitors slip rental accounts and takes appropriate action in response to delinquent accounts. Collects boat ramp, and slip rental fees as required and makes deposits.

Develops concept designs for any modifications to docks, utilities and facility.

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

Coordinates projects and activities with other City departments, government agencies, community organizations and the public.

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

Serves as the Staff Liaison to the Marina Advisory Committee, US Coast Guard Auxiliary, Dunedin Boat Club, and various sailing groups and organizations.

Coordinates city sailing programs.

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Provides nautical and general information to the general public as requested.

Performs the duties of the Marina Maintenance Technician in their absence.

Responds to after-hours emergencies as required.

Coordinates the securing of all vessels and various other City facilities during storm preparation. Responds to and assists with cleanup efforts after natural disasters and storms as directed. Reports for disaster duty as required.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, attending meetings, entering computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree with at least five years of experience in marina, grounds, or facilities maintenance, and a minimum of one year of supervisory experience.

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.

Diver certification is 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.

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Harbormaster. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has significant knowledge of the Nautical Rules of the Road, seamanship, salvage procedures and vessel identification. Has knowledge of the principles, theories, practices and methodologies of parks and recreation planning and administration. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to coordinate Marina activities with other City departments in order to accomplish goals and complete projects. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak, understand and write the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the Marina budget, and knows how to prepare and monitor the budget.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to train, assist, motivate and provide leadership to a diverse group of employees. 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: Has knowledge of and skill in the use of modern office equipment, including computers. Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive,

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advisory and/or design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

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

Functional Reasoning: Requires the ability to apply influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution. Is able to read and interpret technical 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 direction, control and planning of an entire program or set of programs. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

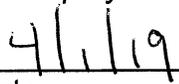
Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds)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