

# Kemp Marina Dock Attendant

Job Status

Closed - no longer accepting applications

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**Title: Marina Dock Attendant**

**Department: Parks and Recreation**

**Location: George Kemp Marina**

**Physical Classification: Medium/Heavy**

**Wage Class: Hourly/Part-time, Seasonal**

**Hourly Rates: \$12.00 - \$13.50 per hour**

**Mission Statement:**

The mission of the City of Sault Ste. Marie is to provide a sustainable small urban environment in an international setting for the well-being of its citizens by planning for and managing its physical development in an environmentally friendly manner, by fostering an economy to support its public and private infrastructure and nurturing historical, cultural, and recreational activities that enhance the quality of life within it.

**General Purpose:**

The Marina Dock Attendant performs daily tasks that include, but are not limited to fueling boats, operating sewage pumpout equipment, general cleaning and grounds maintenance, and particularly – customer service.

**Supervision Received:**

Under the direct supervision of the Harbormaster or office supervisor.

**Supervision Exercised:**

None.

**Job Duties:**

- Attend the fuel dock, pump fuel, and perform sewage pump outs.
- General cleaning of all buildings, restrooms, etc.

- Performing maintenance procedures on the docks and piers as directed by the Harbormaster
- Assisting boaters in line-handling capacity when they are arriving or departing their moorings.
- General grounds maintenance includes dumping trash, policing the grounds, cutting grass, painting, and tending to flower beds and ornamental areas.
- Work special weekends and summer holidays as needed.
- Respond to phone and radio calls as needed.
- Maintain various records and reports associated with retail sales and Marina daily operations.
- Direct boaters to their slips as they are assigned by the Harbormaster.

### **Ability To:**

- Perform your duties outside in inclement weather.
- Work as a member of a team or independently, as your duties provide.
- Perform strenuous activity for extended periods of time.
- Communicate effectively with coworkers, supervisors, and customers.
- Interact with the public in a helpful, courteous, and tactful manner when needed.
- Attend work as scheduled and/or required.

### **Physical Requirements:**

- Frequent standing, walking, and using mower equipment.
- Frequent bending, twisting, squatting, shoveling, lifting, and reaching.
- Ability to frequently lift and carry objects weighing up to 50 pounds.
- Physical ability to safely move about and conduct work in indoor and outdoor locations.
- Ability to withstand varied weather conditions, temperature changes, and varying noise levels.

### **Hours of Operation:**

- Varying 8-hour shift, Sunday through Saturday – 8:00 am to 8:00 pm – Some flexibility on scheduled hours depending on need.
- All employees should be punched into the time clock no later than five minutes prior to their scheduled shift and ready to work at their scheduled time.
- If the employee needs time off after the schedule has been posted, it is the employee's responsibility to find suitable staff to cover their scheduled shifts. These changes must be approved by the Harbormaster.

*(Schedule is subject to change)*

The description above is intended to only serve as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change. The City of Sault Ste. Marie is an ADA/EOE employer. Please see the Deputy City Manager for a complete description of the physical activities required of this position and working conditions. The City of Sault Ste. Marie is a Drug and Alcohol-Free Workplace with policies in place that may require testing and/or screening by City Policy.

### **APPLICATION PROCESS:**

Please submit [employment application](#) to:

Email: [rtroyer \[at\] saultcity.com](mailto:rtroyer@saultcity.com)

Mail: City of Sault Ste. Marie  
Robin R. Troyer, Deputy City Manager  
225 East Portage Avenue  
Sault Ste. Marie, MI 49783

**Questions** can be directed to Robin Troyer at [rtroyer \[at\] saultcity.com](mailto:rtroyer@saultcity.com) or 906-632-5717.

*This search is conducted by an Equal Opportunity Employer (EOE). Credentials accepted until the position is filled.*

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