

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Marina Assistant

Part Time: Annual or Seasonal

Division: Recreation – Lee’s County Park Marina

Effective Date: 4/6/2021

Prepared by: K. Biase

Approved by: R. Vitale

Position Charter:

Under the Direction of the Marina Supervisor or his designee, performs a wide variety of activities in the operation of Lee’s County Park Marina. Ensures that individuals and groups utilizing the marina follow all established policies and procedures and conduct themselves in a safe manner.

Essential Functions:

- Supervises patrons and all user groups of the facility to ensure proper usage.
- Inspect facility for any safety hazards or damage that may have been created from weather, water, or boat conditions.
- Maintain docks and boat launch pads, remove goose droppings, accumulated weeds and all other debris.
- Collects appropriate monies from users and enters it on corresponding log sheets and the reservation system.
- Checks night drop box for unassisted launch envelopes and enters it on corresponding log sheets and the reservation system.
- Complete all reports and forms accurately as required.
- Direct boat trailers and cars to appropriate parking locations.
- Provide boat launching and removal direction when needed.
- Clean restrooms and make sure they are adequately supplied.
- Empty garbage and recycling receptacles.
- Ensures that Morris County Park Commission and P.E.O.S.H.A. safety policies and procedures are followed.

Other Functions:

- Remove debris such as small branches, twigs, leaves and items left behind from patrons from all areas of the Marina as needed.
- Grass trimming, mowing and leaf removal as needed.
- Assists in the cleaning of office.
- Performs other tasks as assigned.

Qualifications:

- Knowledge of the procedures used in the collection and control of revenue and the ability to physically calculate and make change.
- Ability to learn and use the online reservation system.
- Physical dexterity, strength and coordination sufficient to perform the requirements of the position.
- Ability to understand and follow written and oral instructions.
- Ability to communicate effectively, both verbally in person and on the telephone as well as in writing and to promote positive customer relations.
- Ability to comprehend established office routine, and rules and regulations of complexity, to organize work and develop effective work methods and to maintain suitable records and files.
- Ability to work a flexible schedule, especially weekends on a variable basis.
- Possession of/or ability to obtain a valid New Jersey Driver's License.
- Ability to perform the essential functions of the position, with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.