

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Marina Assistant Supervisor

Part Time: Annual  or Seasonal

Division: Recreation - Lee's County Park Marina

Date: April 15,2021

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Approved by: R. Vitale

**Position Charter:**

Under the direction of the Marina Supervisor, the Marina Assistant Supervisor 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:**

- Performs the essential functions of the Marina Supervisor in their absence.
- Assists the Marina Supervisor in the scheduling and directing of work assignments of part-time staff at the Marina.
- In the Marina Supervisors absence, schedules staff to provide adequate staffing for daily operations.
- Ability to understand controls and processes or directs staff in these activities: receipts for payment of all Marina services such as daily launching of watercraft, seasonal rentals of boat slips, field & launch, trailer storage and boat winter storage.
- Collects appropriate monies from users and enter same on corresponding log sheets and reservation system.
- Check night drop box for unassisted launch envelopes and enter same on corresponding log sheets and reservation system
- Ensures compliance with financial control procedures.
- Completes control reports, verifying revenues, securing revenues and making deposits in the Marina Supervisors absence.
- Complete all reports and forms accurately as required.
- Ensures that Morris County Park Commission and P.E.O.S.H.A. safety policies and procedures are followed.
- 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.
- Clean restrooms and make sure they are adequately supplied.
- Maintain docks and boat launch pads, remove goose droppings, accumulated weeds and all other debris.
- Direct boat trailers and cars to appropriate parking locations.
- Provide boat launching and removal direction when needed.
- Empty garbage and recycling receptacles.

**Other Functions:**

- Exercises the normal managerial authority in directing the Marina staff in conjunction with Park Commission Policies and Procedures.
- Participates in meetings as required.
- Assists the public at the Marina by responding to inquiries and generating a positive public relations environment.
- Performs other tasks as assigned.
- Remove debris such as small branches, twigs, leaves and left behind items from patrons from all areas of the Marina as needed.
- Grass trimming, mowing and leaf removal as needed.
- Assists in the cleaning of office.
- Assists in rendering first aid when necessary and maintains record of any incident which requires first aid.

**Qualifications:**

- Experience in the general operation and administration of a marina facility providing public access ramp and slip rentals.
- Knowledge of the operation of a marina.
- Ability to understand, analyze and address the boating needs of the public.
- Attainment of academic skills sufficient to perform the writing and record keeping functions of this position.
- Ability to learn and use the online reservation system
- Knowledge of the procedures used in the collection and control of revenue and the ability to physically calculate and make change.
- Physical strength and dexterity to perform the requirements of the position.
- Ability to maintain logs, records and forms as may be required.
- Ability to work harmoniously with employees and to maintain harmonious relationships with the public.
- Possession of a valid New Jersey driver's license.
- Ability to perform the essential functions of the position with or without accommodation.
- Ability to work a flexible schedule and weekends on a regular basis.