

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Marina Recreation Supervisor Full Time - Salary Grade: Local 32 - Class IX

Division: Recreation and Visitor Services Effective Date: 3/29/2022

Prepared by: K.Biase Approved by: R. Vitale

Position Charter:

Reporting to the Director of Recreation & Visitor Services, the Marina Supervisor is responsible for the day to day operations of Lee's County Park Marina. The Marina is a revenue-producing facility, and the Marina Supervisor must direct the operations in a manner, which maximizes the effectiveness and safety of the Marina. Due to the seasonal nature of the Marina, the Marina Supervisor will report to Lee's Marina March 1 – November 30th then other recreational units including but not limited to Mennen Sports Arena, Central Park, or Craigmear December 1 – February 28 to assist in office functions.

Essential Functions:

- Exercises the normal supervisory authority in employing, scheduling and directing the staff in conjunction with Park Commission Policies and Procedures.
- Processes all seasonal contracts such as seasonal rentals of boat slips, field & launch, trailer storage and boat winter storage by updating contracts, collecting payments, returning executed contracts to renters, and contacting the waitlist individuals.
- Personally receives, controls and processes or directs staff in these activities: operation of the Point of Sale Software receipts for payment of all services such as daily launching of water craft, parking, seasonal rentals of boat slips, field & launch, trailer storage and boat winter storage.
- Check night drop box for unassisted launch envelopes and collects appropriate monies from users and enter same on corresponding log sheets and posts them to the Point of Sale System.
- Inspect facility for any safety hazards or damage that may have been created from weather, water or boat conditions, remediates when possible and reports unsafe conditions and equipment to the chain of command.
- Coordinates special projects and events such as fishing tournaments, community meetings, shows, etc.
- Supervises patrons and all user groups of the facility to ensure proper usage.
- Direct boat trailers and cars to appropriate parking locations.
- Provide boat launching and removal direction when needed.
- Completes control reports, verifying revenues, securing revenues and making deposits.
- Cleans office and restrooms and make sure they are adequately supplied and removes trash.

- Maintain docks and boat launch pads, remove goose droppings, accumulated weeds and all other debris.

Other Functions:

- Assists the public at the Marina by responding to inquiries and generating a positive public relations environment.
- Maintains the facility by removing debris such as small branches, twigs, leaves and left behind items from patrons from all areas of the Marina as needed.
- Ensures that Morris County Park Commission and P.E.O.S.H.A. safety policies and procedures are followed.
- Performs other tasks as assigned.

Qualifications:

- Supervisory experience in the general operation and administration of a marina facility providing public access ramp and slip rentals preferred.
- Broad knowledge of the operation and administration of a marina.
- Ability to understand, analyze and address the boating needs of the public.
- High School diploma required. Business School/Recreation and/or some college desired.
- Hands-on use of personal computer and applications with proficiency in Microsoft Office Products, specifically Excel & Word.
- Knowledge of the procedures used in the collection and control of revenue and the ability to calculate and make correct change.
- Physical strength and dexterity to perform the requirements of the position.
- 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 respond to customer and Park Commission needs in a flexible and timely fashion.
- Ability to act independently and to respond to problematic situations in an effective manner to resolve issues.
- Ability to analyze problems and develop effective work methods, to give suitable assignments to subordinates and provide them with needed advice and assistance when difficult problems arise and to supervise and work closely to see that proper procedures are followed: to demonstrate, teach and lead activities, to recognize County recreational needs as related to boating and fishing, to work harmoniously with employees and to maintain harmonious relationships with the public.
- First Aid/CPR Certified, highly desirable.
- Possession of a valid New Jersey driver's license.
- Ability to work weekends and holidays on a regular basis.
- Ability to perform the essential functions of the position with or without accommodation.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

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