

	THE CITY OF KEY WEST JOB DESCRIPTION	Union, Hourly Position	
		DATE OF REVISION	03/10
POSITION	DOCKMASTER	MIN. HOURLY WAGE	\$12.9965
DEPARTMENT	Port Operations/Garrison Bight (75-51-575)		
JOB CODE	10046	GRADE	G18

PHYSICAL LOCATION:

- City Marina @ Garrison Bight

REPORTING RESPONSIBILITIES:

- Reports directly to the Marina Supervisor or Designee

GENERAL FUNCTIONS:

- Responsibilities are daily management of marine vessel registration and reservations; assist the Marina supervisor with the care and maintenance of the Garrison Bight Marina. Work involves responsibility for the daily activities, which includes, but is not limited to dockage, the care and maintenance of ramps, docks, interpreting regulations and rules, and keeping all records pertaining to the use of these facilities. A good working relationship with employees and a friendly disposition towards tenants and customers is mandatory

ESSENTIAL FUNCTIONS:

- Able to read, clearly write, speak and understand English in order to communicate with general public.
- Able to move around the property navigating unlevelled ground, off and on docks and on all building levels.
- Able to read and understand leases, planning documents and other written material used in marina management.
- Able to work a forty (40) hour work week, overtime and nights when necessary.
- Able to work outside in all types of weather.
- Able to swim,
- Able to operate, dock and secure all marine vehicles.
- Able to use equipment/materials as specified in this job description.

EQUIPMENT TO BE USED:

- Computer, Fax, Copier, VHF Radio, small tools, marine fuel dispenser (commercial)

ENVIRONMENT:

- Air conditioned office and outside marina in all weather conditions

PHYSICAL REQUIREMENTS:

- Standing 25%
- Climbing 20%
- Bending 15%
- Reaching 15%
- Swimming 5%
- Sitting 20%

DUTIES/TASKS/JOBS

- Assist the Marina Supervisor with activities of subordinates engaged in the operation of the Garrison Bight marina.
- Assist with the repair and maintenance of facilities. Some maintenance skills required.
- Perform daily bookkeeping tasks necessary to reconcile receipts. Maintain records as required by the Finance Department relating to ramp fees and dock revenues.
- Supervision of incoming yachts and small craft and maintain a board showing the location of craft using the Bight basin facilities.
- Assist vessels and owners in locating services for repairs, supplies and tourist activities.
- Coordinate special events at the marina (Yachting Race Week, Fantasy Fest, Power Boat Races, etc.) as they pertain to the dockage needs of the vessels participating, but also including other special requirements as necessary.
- Assist with the supervision of maintenance and security personnel assigned to Garrison Bight Marina in controlling and ordering of supplies.
- Oversee maintenance personnel for groundskeeping and trash collection as assigned.
- Training of new employees, especially in regard to spill prevention and response and handling of boats.
- Assist with overseeing of timekeeping, purchase requisitions and other necessary tasks as they related to Garrison Bight Marina.
- Must be able to operate: Computer, fax, copies, VHF radio (license required), and general skills with small tools helpful.
- Act as liaison with the Charter boat tenants to enforce all established rules and policies.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS

- Basic knowledge of computers and office equipment.
- Ability to inspect docks, piers and other related facilities to determine need for repair and maintenance.
- Ability to establish and maintain effective working relationship with yacht and small craft owners.
- Ability to maintain correct and orderly records of the use made of the Bight basin and fees collected in cooperation with Accounting Clerk II.
- A general knowledge of boat handling is required in order to assist vessel owners and in case of emergency requirements.
- Experience in the operation and docking of all marine vehicles.
- Operation of VHF Radio and licensing.
- Valid Florida Operators license and vessel operation license.
- Two years experience in Marina Operations.
- General marine knowledge in rope handling including various marine rope knot tying, proper methods of securing vessels in appropriate slips or mooring, and general knowledge of marine terminology.

Periodically duties other than those listed are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirements for an ability or skill a guarantee that ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City of Key West.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West FL 33040
Telephone: (305) 809-3714**