

JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

Title: Dock Assistant **Status:** Seasonal Summer
Department: Public Works
Reports To: Harbormaster
Date: April 2017

Position Purpose and Objectives

Assisting the Harbormaster in the day-to-day operation of the Municipal Dock. Carrying out tasks and work activities issued by the Harbormaster. Provide continuous effort to develop a user-friendly Municipal Dock. Supervision of the Municipal Dock in the absence of the Harbormaster. Compensation is paid at a rate set by the St James Township Board.

Scope and Environment

Work performed at the Beaver Island Municipal Dock. Dock Assistant works from the 2nd week of June until the end of August, approximately 33 hours per week.

Essential Job Functions

- Assist Harbormaster in managing all operations of the Municipal Dock.
- Assist Harbormaster in implementation and maintenance of MDNR Reservation System.
- Implement internal policies and procedures: issues general instruction regarding water traffic control, public safety, theft prevention, et al.
- Review and resolve complaints.
- Assist boaters with docking and undocking.
- Walk an assigned area on foot to ensure public compliance with existing Municipal Dock ordinances.
- Ensure a neat, clean, and orderly Harbormaster's building, including restrooms, showers, etc.
- Grounds keeping and light maintenance of equipment and facilities.
- Supervise the Municipal Dock on Harbormaster's days off.

Knowledge, Skills and Abilities Required

- Working familiarity with boating.
- Able to work outdoors in all types of summer weather.
- Willingness to perform assigned tasks.
- Interpersonal skills and able to interact with people of all ages.
- Positive attitude.
- Ability to project a courteous and positive public image of Beaver Island and St. James Township.

Preferred Qualifications

- High school graduate or equivalent.
- At least one (1) year of work experience.