

ST JAMES TOWNSHIP SUMMER 2017
BEAVER ISLAND MUNICIPAL DOCK HIRING GUIDELINES
Draft for Board Discussion

Timeline:

- ⊕ March 27, 2017: Harbormaster, Dock Assistant & Dock Host Positions Posted
- ⊕ April 5: Twp Board Approves Interview Style and Questions
- ⊕ April 10: Applications Due
- ⊕ April 12: Camis, Inc. (DNR) Reservation Spring Visit to the Municipal Dock
- ⊕ April 17/18: Interviews for Harbormaster; special board meeting scheduled to hire harbormaster and confirm hours and pay
- ⊕ May 1: First official day of work for Harbormaster and first official day of dock being open
- ⊕ Early May: Interviews for Dock Assistant & Dock Host to include Harbormaster

Posting:

- ⊕ To be posted on BI Forum and Chamber Message Board, Township website, WVBI, Post Office, Airports, Library

JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

Title: Harbormaster **Status:** Seasonal Summer
Department: Public Works
Reports To: Township Supervisor
Date: April 2017

Position Purpose and Objectives

Responsible for planning, organizing, and managing the employees and work activities of the Municipal Dock. Provide continuous effort to develop a user-friendly Municipal Dock. Operates the Municipal Dock to meet the standards and rules set by the Michigan Department of Natural Resources and the St James Township Board. 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 open from May 1 to October 1.

Essential Job Functions

- Plan, organize, and manage all operations of the Municipal Dock.
- Supervise all Municipal Dock employees, hosts and volunteers.
- Submit recommendations to the Township Supervisor regarding maintenance and repairs necessary to maintain the Municipal Dock property in a safe functioning manner.
- Implement and maintain MDNR Reservation System. Collect and account for all Municipal Dock monies and fees.
- Maintain and/or direct the maintenance of departmental records, activity reports. For example, submit a year-end report of all Municipal Dock activities, including fees collected and expenses.
- Maintain and submit records required by the Waterways Commission of the State of Michigan.
- Develop, implement, and revise internal policies and procedures: issues general instruction regarding water traffic control, public safety, theft prevention, et al.
- Review and resolve complaints.
- Prepare departmental budget, confer with, and submit to Township Supervisor.
- Attend staff meetings. As required, attend Township Board meetings and submit reports.
- Assist boaters with docking and undocking.
- Walk an assigned area on foot to ensure public compliance with existing Municipal Dock ordinances.
- Troubleshoot docks for replacement and repair and/or direct attendants to perform same.
- Maintain and/or direct others to maintain harbormaster building, including restrooms, showers, and harbormaster's office area in a neat, clean, and professional appearance.

Knowledge, Skills and Abilities Required

- Knowledge of Michigan Waterways Commission regulations.
- Working familiarity with boating.
- Able to work outdoors in all types of summer weather.
- Strong management and interpersonal skills and able to interact with people of all ages.
- Positive attitude.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of Beaver Island and St. James Township.

Minimum Qualifications

- High school graduate or equivalent; college preferred.
- Possess a minimum of four (4) years of related experience in resort environment.

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.

Minimum Qualifications

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

JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

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

Position Purpose and Objectives

Assisting the Harbormaster in the operation of the Municipal Dock for a few hours per day. 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 regular staff. Compensation is not in pay, but in free or reduced slip fees.

Scope and Environment

Work performed at the Beaver Island Municipal Dock. Dock Hosts work from the 2nd week of June until the end of August, approximately 16 hours per week.

Essential Job Functions

- Assist Harbormaster in managing all operations of the Municipal Dock.
- 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.
- Supervise the Municipal Dock in the absence of staff.

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.

Minimum Qualifications

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