

Dock Hand / Marina Office Assistant

Title: Dock Hand

Reports to: Marina Manager

Employment Type: 2 Full-Time + 1 Part-Time

Summary:

The successful candidate will be responsible for maintaining a safe and clean environment and will act as a liaison between customers and Fairwinds Management. They will be responsible for the safe mooring of vessels and general operations of marina facilities. This includes facilitating and assisting in the coordination of vessels arriving and departing from the docks and boat launch.

Essential duties and responsibilities:

- Maintain and clean docks, walkways, ramp ways, grounds, equipment and office area.
- Perform daily dock check and inventory count of available boat slips.
- Inspect: docked vessels, ropes, electrical chords, fenders, and the alike, to ensure safety.
- Report inventory of operational equipment / office supplies as needed.
- Assist and support special events / activities taking place at the marina.
- Assist in marina safety inspections including: Wood slat / Concrete / Light Pole / Pilings
- Remove recycling and trash as required.
- Life ring and swim ladder assistance.
- Fuel Pump operations and supply checks.
- Other duties as assigned.

Required Skills & Abilities:

- Ability to read, write and comprehend work orders.
- Knowledge of Windows (Word, Xcel, Outlook, etc.)
- Operation of small hand-held power tools.
- Required to lift up to 50+ pounds.
- Unimpaired ability to walk, bend, stoop, climb and work safely in a water environment.

Preferential Experience:

Computer and IT skills for data collection, invoicing and office administration.

Boat handling, knowledge of nautical terminology and/or an ability to learn quickly.

Fishing, Sailing, Kayaking or other Marine Recreations.

** This job description does not constitute an employment contract between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.*