



JOB DESCRIPTION

Position Title: Maintenance Technician
Department: Marina
Salary: DOQ
Posting Dates: 8/20/2024-10/1/2024

GENERAL DESCRIPTION: The Marina Maintenance Technician is responsible for ensuring the upkeep and functionality of the marina, public beach, and associated amenities. This role involves maintaining the cleanliness and safety of the beach area, preparing and maintaining ice fishing trails during the winter season, servicing gas pumps, and performing boat maintenance. The ideal candidate will possess a strong work ethic, attention to detail, and the ability to perform a variety of maintenance tasks in different weather conditions.

DUTIES, RESPONSIBILITIES AND AUTHORITY: *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Beach Maintenance:
 1. Ensure the public beach is clean, safe, and well-maintained.
 2. Perform regular inspections of the beach area, including trash collection, sand raking, and debris removal.
 3. Maintain and repair beach facilities such as restrooms, showers, benches, and signage.
- Winter Maintenance:
 1. Prepare and maintain ice fishing trails, ensuring they are safe and accessible.
 2. Regularly inspect and clear ice fishing areas of snow and other obstructions.
 3. Monitor ice conditions and report any hazards to the Marina Manager.
- Gas Pump Servicing:
 1. Operate and service gas pumps ensuring they are in good working condition.
 2. Perform routine inspections and maintenance on fuel systems.
 3. Ensure compliance with safety and environmental regulations regarding fuel handling and storage.
- Boat Maintenance:
 1. Perform routine maintenance and minor repairs on boats, including engine checks, cleaning, and painting.
 2. Assist in the launching and retrieving of boats.
 3. Conduct regular inspections to identify and address potential issues.
 4. Coordinate with boat owners for scheduled maintenance and repairs.
- General Maintenance:
 1. Assist with the maintenance and repair of marina infrastructure, including docks, piers, and boat slips.
 2. Perform landscaping duties such as mowing, trimming, and watering plants.
 3. Assist with seasonal tasks such as installing and removing docks and buoys.
- Interact with marina patrons in a friendly and professional manner.
- Aid and information as needed to ensure a positive experience for visitors.
- Other duties as may be assigned.

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- High school diploma or equivalent; technical training or certification in marine maintenance is preferred.
- Minimum of 2 years of experience in boat maintenance and repair.
- Strong knowledge of boat engines, electrical systems, and general maintenance procedures.
- Ability to operate various tools and equipment related to boat maintenance.
- Excellent problem-solving skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Physical ability to lift heavy objects, work in various weather conditions, and perform tasks that require manual dexterity.
- Experience with a wide range of boat types and sizes.
- Basic computer skills for record-keeping and communication purposes.

EMPLOYMENT STATUS:

This is full-time, non-exempt position with full benefits.

