



## JOB DESCRIPTION

**Position Title:** Maintenance Technician

**Department:** Marina

**Salary:** DOQ

**Posting Dates:** 5/8/26-5/22/26

**Job Summary:** The Maintenance Technician oversees all seasonal marina, waterfront, and winter ice operations. This position is responsible for vessel and equipment maintenance, dock and lake operations, ice house oversight, staff supervision, and guest service delivery. The role functions as a working supervisor, ensuring operational readiness, safety compliance, and high service standards throughout peak and off-peak seasons. During slower winter months, this position supports front-end operations, including cashiering and retail coverage, to maintain business continuity.

**Essential Duties and Responsibilities:** *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.*

- Supervise and coordinate daily marina and waterfront operations, including staff scheduling, training, and task delegation.
  - Oversee inspection, maintenance, cleanliness, and operational readiness of boats, pontoons, docks, trailers, and related marina equipment.
  - Respond to on-water service needs, including assisting or coordinating rescue and recovery of company pontoons or boats that become stalled or disabled on the lake.
  - Provide reasonable assistance to lake users experiencing mechanical difficulty or safety concerns when safe and appropriate to do so, in accordance with organizational safety procedures.
  - Ensure safe placement, setup, monitoring, maintenance, and seasonal removal of ice houses, including compliance with safety standards and regulations.
  - Monitor lake and weather conditions to support safe marina and ice operations.
  - Maintain accurate records of rentals, tournaments, equipment usage, maintenance activities, and ice house placement.
  - Provide hands-on operational support including launching, docking, fueling, equipment preparation, and guest assistance.
  - Deliver high-quality guest service and resolve customer concerns in a professional and timely manner.
  - Support front-end operations during slower winter months, including cashiering, retail transactions, and customer service coverage.
  - Assist with fishing tournaments, special events, and related operational needs.
  - Assist with purchasing of Tribal and State Fishing Licenses
  - Direct oversight of seasonal marina staff
  - Responsible for staff training, performance oversight, and daily workflow management.
  - Perform additional duties as assigned to support operational efficiency and business needs.
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- Winter Maintenance:
    1. 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, and cleaning
  2. Assist in the launching and retrieving of boats.
  3. Conduct regular inspections to identify and address potential issues.
- 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.
- Must possess a valid North Dakota Driver's License and be insurable under the Spirit Lake Casino Driving Policy.

**EMPLOYMENT STATUS:**

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