



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
DOCKMASTER, ASSISTANT
(LEEWARD MARINA)
PARKS, RECREATION, AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for assisting with the daily operations of the City's marina. Serves as lead worker. Reports to the Dockmaster.

ESSENTIAL JOB FUNCTIONS

Assists with the security and maintenance of the marina facilities to include the office, building, docks, landscaping, and marina equipment; assists with and oversees the overall cleanliness and maintenance of facility and adjacent grounds; makes minor repairs to equipment and docks; contacts appropriate party for repairs and maintenance. Monitors and ensures proper use of fuel dock; secures and assists transit marine vessels.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances; screens and responds to inquiries and complaints; provides information on policies and procedures. Enforces standard operating procedures for the marina, including rules and regulations for employees and marina users.

Assists with maintaining and updating revenue and expenditure records for the marina's administrative operations; issues bills and collects revenue such as slip rentals, electricity usage, concession supplies, fuel sales, etc.; compiles and submits daily cash reports; reconciles revenue with sales report. Maintains office and equipment inventories; orders supplies, receives shipping slips and ensures payment of bills; negotiates solutions with vendors as appropriate.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Marina Operations - Knowledge of the ordinances, policies and procedures affecting marina operations. Knowledge of boating operations and activities.
- Customer Service - Thorough knowledge of principles and processes for providing customer services.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to boating, marina, navigation and water safety as well as other work related precautions.

REQUIRED SKILLS

- **Computer Skills** - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and outside agencies.
- **Time Management** - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- **Judgement/Decision Making** - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- **Communication** - Excellent ability to communicate complex ideas and proposals effectively so others will understand. Excellent ability to listen and understand information and ideas presented verbally and in writing.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 3-5 years of related experience, or an equivalent combination of education and experience. Lead or supervisory experience preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local, state and sex offender criminal history check.

This position requires pre-employment medical examination.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, textures, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, temperature and weather extremes, hazardous materials, fumes, machinery, electric currents, traffic hazards, or water hazards.