



Dockhand

Department: Schooner Island Marina
Reports To: Marina Manager
FLSA Status: Non-Exempt
Location: Schooner Island Marina

Summary: Under the direction of the Marina Manager, the Marina Services Worker is responsible for ensuring guest happiness at the marina location by assisting guests, accurately maintaining the dock area(s), and providing general customer services.

Essential Duties and Responsibilities Include:

- Assists boaters when approaching the fuel dock
- Supplies fueling hose for clients to fuel their vessel
- Provides pump-out service when requested
- Handles all retail sales transactions of fuel, bait and oil when purchased
- Closes out register daily and ensures money drawer balances when shift is complete
- Maintains cleanliness of fuel pumps and dock daily
- Assists other service personnel when needed
- Cleans and maintains docks and public areas to ensure safety and happiness of clients and marina staff
- Ensures clients understand boating safety and assists clients with docking and piloting of vessels
- Fuels, cleans and maintains vessels
- Greets clients and assists with inquiries or concerns while anticipating clients' needs
- Maintains excellent customer service and positive demeanor towards guests, clients, co-workers, etc.
- Installs deck boards, changes light bulbs, painting,
- Dispenses fuel and completes sewage pump-outs
- Other duties as assigned

Required Skills / Abilities:

- Excellent attention to detail
- Strong interpersonal and customer services skills
- Excellent time management skills
- Ability to function well in a high-paced and at times stressful environment
- Must be able to swim or be willing to wear personal flotation device while on duty

Supervisory Responsibilities:

- None

Education and/or Experience:



- High School diploma or equivalent
- At least one year retail sales experience
- Previous experience working in a marina preferred

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily conducted at the marina and may be performed in hot, cold, wet, dirty and uncomfortable conditions and weather, depending on the assignment.

Equal Employment Opportunity:

The McKee Group provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Employee Printed Name

Employee Signature

Date

Manager Signature

Date



PHYSICAL & ENVIRONMENTAL REQUIREMENTS – Dockhand

1. The physical activities of this position involve: (check all that are essential for functioning in this position and are performed in excess of levels required for ordinary movements.)

- | | |
|--|--|
| <input type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Lifting |
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Pulling |
| <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Pushing |
| <input checked="" type="checkbox"/> Crouching | <input checked="" type="checkbox"/> Reaching |
| <input checked="" type="checkbox"/> Fine Finger Movement | <input type="checkbox"/> Repetitive Movement |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Standing |
| <input type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Stooping |

2. An individual in this position will be required to carry or lift objects that weight in this range: (select only the heaviest weight range that would be required when performing the essential functions of this position.)

- ☐ Up to 10 pounds
- ☐ 11 to 24 pounds
- ☐ 25 to 34 pounds
- ☒ 35 to 50 pounds
- ☐ 51 to 74 pounds
- ☐ 75 to 100 pounds
- ☐ Weight more than 100 pounds

3. The sensory and communicative activities essential to perform this position include: (check all that apply to the essential job functions.)

- | | |
|--|--|
| <input type="checkbox"/> Feeling | <input type="checkbox"/> Tasting |
| <input checked="" type="checkbox"/> Hearing | <input checked="" type="checkbox"/> Reading |
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Writing |
| <input checked="" type="checkbox"/> Smelling | <input checked="" type="checkbox"/> Computer Skills |
| <input checked="" type="checkbox"/> Speaking | <input checked="" type="checkbox"/> Telephone Skills |

4. An individual in this position will be exposed to: (check all that would apply when performing the essential functions of this position.)

- | | |
|---|--|
| <input type="checkbox"/> Inside environmental conditions | <input type="checkbox"/> Bloodborne pathogens |
| <input type="checkbox"/> Outside environmental conditions | <input type="checkbox"/> Physical hazards |
| <input checked="" type="checkbox"/> Inside & outside environmental conditions | <input type="checkbox"/> Chemical hazards |
| <input type="checkbox"/> Extreme cold | <input type="checkbox"/> Extreme heat |
| <input type="checkbox"/> Respiratory hazards | <input type="checkbox"/> Constant vibrating motion |