

MARINA MAINTENANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of skilled maintenance tasks associated with the safe and efficient operation of the county marina facility. An employee in this class assists the Recreation Area Manager in planning work activities, maintaining pertinent records and developing programs to insure a safe marina environment. The work is performed under general supervision. Direct supervision is exercised over seasonal employees engaged in the operation and maintenance of the marina. The work is reviewed through reports and inspection. A Marina Maintenance Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs maintenance and repair of both floating and fixed dock systems;
- Performs maintenance and repair of buildings, grounds, and equipment;
- Monitors fuel dock operations to ensure services to patrons;
- Identifies and makes necessary adjustments in order to maintain safe environment for patrons and public;
- Winterizes docks, buildings, water supply systems and equipment;
- Keeps grounds, buildings and equipment in a safe, clean and aesthetically pleasing condition;
- Assists in budget preparation;
- Orders equipment and maintains inventory of supplies;
- Keeps necessary ledgers and records such as payroll, revenue, expenses, supplies, equipment, safety, etc.;
- Explains marina rules and regulations to the public;
- Writes periodic reports on marina operations;
- Supervises, trains, orients and directs seasonal workers in marina maintenance and operation;
- May operate and/or perform minor repairs on motor vehicles, boats and power equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the rules governing Onoville Marina; working knowledge of the operation and maintenance of marina and campgrounds in areas such as dock, plumbing, electrical, mechanical and fuel systems; working knowledge of business arithmetic; knowledge of watercraft operation and maintenance; good knowledge of purchasing and inventory control; knowledge of record and account-keeping procedures; skill in welding; ability to plan, organize and supervise the work of others; ability to swim; ability to prepare written reports; ability to carry out written instructions; willingness to be available to respond to emergency situations; willingness to work out doors in inclement weather; manual dexterity; tact; courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either

- A) Possession of an Associate Degree in Engineering Technology, Building Construction, Electrical Technology, Plumbing, or related field and two (2) years of experience in building, grounds or recreation area construction or maintenance;

OR

- B) Five (5) years of experience in either general building construction, maintenance or repair in one or more of the standard trades such as carpentry, plumbing, electrical or masonry, etc., two (2) years of which must have included supervisory responsibilities;

OR

- C) Three (3) years of experience operating or maintaining a marina and/or campgrounds.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 4/18/96

Revised: 9/11/23