



**Job Title: Marina Attendant, Recreation Department**

Classification: Part-time Seasonal, Hourly

Supervisor: **Facility Manager**

Rate: Starting at \$15.50/hour

**Job Overview:**

The Marina Attendant is responsible for the daily operations of the bait shop to include opening and closing and cleaning of the facility. Duties include, but are not limited to; selling gasoline, bait, daily launch passes, various boat rentals, marina equipment, concessions and cleaning piers and bathrooms.

**Skills and Qualifications:**

- Must be at least 16 years of age.
- Must possess CPR, First Aid and AED training within the first month.
- Must be able to work independently and multitask.
- Must have the physical ability, strength and agility to safely operate various pontoon boats, row boats, kayaks, pump gas, fill and sell bait, basic cleaning of the bait shop and bathrooms.
- Possess basic knowledge of computers and money handling skills.
- The position encourages a working knowledge of Bangs Lake to include shallows, underwater obstructions, and fishing areas.
- Possess knowledge of the local ordinances governing operation of a watercraft on Bangs Lake to include fishing catch and limits.

**Essential Duties & Responsibilities:**

- Perform docking procedures and mooring requirements to safely secure the pontoon boats.
- Use proper lifting techniques to assist passengers boarding and departing from the boat.
- Observe all State and Local Ordinances involving operation of the boat and fishing.
- Give safety briefings to participants who are renting a boat.
- Ensure all personal flotation devices are worn properly.
- Pump and sell gasoline, sell bait, concessions, launch passes and boat rentals.
- Observe all Park District rules on participant behavior.
- Comply with Wauconda Park District Severe Weather and Emergency Procedures Guidelines.
- Accident/Incident reports must be turned in within 24 hours of when the accident occurred. Any major accidents must be reported to the Facility Manager immediately.
- Follow procedures for rendering first aid and universal precautions against blood borne pathogens.
- Complete a batch-out report at the end of shift.

**Hours:**

- The Marina is open Sunday-Saturday from 8a.m.- 4p.m. during prime boating season. Hours vary during the off season but include Saturdays.
- This position may include working holidays and weekends.

**Safety and Risk Management:**

- Corrects unsafe conditions and/or reports them to supervisor.
- Maintains a working knowledge of all general agency and departmental-specific safety rules.
- Uses material-handling equipment or staff assistance when lifting and/or moving objects 50 lbs or greater.
- Must be able to use personal protective equipment based on job specific tasks which may include exposure to excessive sunlight.
- Promptly reports any work-related or patron injuries to supervisor.

**Marginal Functions:**

- Organize and stock supplies for bait shop.
- Check parking passes and license plates.

**Competencies:**

- Demonstrate consistent attendance and on-time arrival.
- Follow instructions and respond to management direction; take responsibility for own actions; keep commitments and complete tasks on time.
- Approach others in a tactful manner; react well under pressure and treat others with respect.
- Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude and be receptive to constructive criticism.
- Manage difficult or emotional customer situations.
- Exhibit sound and appropriate judgement; support and explain reasoning for decisions; include appropriate people in decision-making process.
- Identify and resolve problems in a timely manner; and develop alternative solutions.
- Listen and get clarification; and respond well to questions.

**Physical Demands:**

- Requires frequent standing, walking, climbing and balancing.
- Requires occasional hands to finger, handle or feel, reach with hands and arms, taste or smell.
- Requires medium (40-50 lbs.) to heavy (50-80 lbs.) strength.

**Environmental Considerations:**

- Employee must park in exposed parking lot with the potential of walking ¼ mile to designated site.
- Exposed to various outside weather conditions at Bangs Lake, including water, sun, cold, rain, high humidity and extreme heat.
- Employee may be exposed to a variety of communicable disease, to include exposure to potential blood borne pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Update: April 3, 2023**  
**Updated by: Cindy Babicz**  
**Approved by:**

**Approval Date:**

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_