

# **DOCK MANAGER (P/T) S**

**Department: Parks Recreation and Cultural Affairs**

**Classification: Non-Competitive**

**Specification Number: 2210**

**Approved: 5/4/22**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

Graduation from a standard senior high school or possession of a high school equivalency diploma, and either:

- a) One (1) year of paid boating experience; or,
- b) Two (2) seasons of marina and dock experience.

**NOTE:** A season is defined as the period from two weeks before Memorial Day to two weeks after Labor Day.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title performs routine duties pertaining to the docking of boats at the Town harbors and docks. Assists boats in docking and maintains boat and owner registration records. The employee maintains order on the dock, and collects required fees. Responsibility is included for performing minor maintenance and repair activities on the dock. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Assists boats tying up at docks and harbors;
- Sells docking permits and collects docking fees;
- Ascertain that person and boat assigned to a specific berth occupy that berth;
- Maintains records of boat and owner registrations;
- Maintains list of persons desiring docking facilities;
- Inspects docking facilities for possible safety hazards;
- Reports violations of marine ordinances to Harbormaster or Bay Constables;
- Gives directions and information to boaters;
- May paint docks and perform routine maintenance activities.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Some knowledge of nautical terminology; knowledge of local marine ordinances; ability to maintain accurate records; ability to deal courteously with boat owners and the general public; ability to operate small water crafts; ability to receive cash and make change with accuracy; physical condition commensurate with the demands of the position.