



Suisun City, California



MARINA/WATERFRONT RECREATION SUPERVISOR

**\$3,820 monthly typical hiring point DOQ
\$4,644 monthly (max.)**

Plus excellent benefits (i.e., City-paid CalPERS and Health at Kaiser Family Rate)
Application Deadline 11:59 p.m. Monday, Nov. 28, 2016 (Review to start Nov. 21, 2016)
Oral Board examination scheduled for Dec. 7, 2016

COMMUNITY

Located nearly halfway between the metropolitan powerhouses of San Francisco and the state's capital, Sacramento, Suisun City is hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail service right to the heart of the City's historic Waterfront District, making it a prime location for job seekers, visitors and homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a workplace, particularly with its reverse commute for inner Bay Area residents. The Waterfront District and Marina offer beautiful views and serve as an ideal setting for the myriad of outdoor activities, dining choices and boating.

THE DEPARTMENT

The Recreation and Community Services Department is responsible for the operations and programs of the Suisun City Marina, the Senior Center and the Joseph A. Nelson Center, including preschool, after-school programs at various sites, recreation classes and sports leagues, community events and special event rentals.

THE POSITION

The official Marina & Waterfront ambassador welcoming dock tenants and visitor to central destination of the community. Ideal candidate will be an innovative, inspiring and energetic leader with a successful track record in recreation operations, program development & problem-solving. We're looking for someone with great customer service skills, an aptitude for learning new things and a desire to constantly improve.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinates the organization, staffing, and operational activities of the marina including tenant leasing, marketing and related services; liaison with boating community, Yacht Club and other users of the waterfront; enforcement of boating and safety regulations; maintenance of marina and related facilities; and participation in and marketing of activities along the waterfront.
- Markets and leases marina berths; provides services to marina tenants; verifies boats are in assigned berths and adequately moored; enforces rules regarding tenant use of the marina and related facilities including guest privileges; calculates and accepts payments for berth rentals, fuel purchases and parking; receives and responds to complaints regarding marina operations.
- Enforces regulations governing public use of the marina; addresses hazardous conditions and security for private boats, including prevention of sinking, if feasible.
- Inspects main electrical lines, water lines, plumbing systems, box lights, light sensors, dock systems, and marina building facilities; performs routine maintenance on these systems including replacement or repair, as needed; uses hand a power tool to perform maintenance and repair duties; coordinates more significant repairs with the Building and Public Works Department or outside contractors.
- Performs general custodial work, including marina showers, fish cleaning station, pump outs and restrooms.

- Oversees safety and security of the marina and waterfront; takes action in emergency situations, including notifying emergency personnel or law enforcement; organizes boating safety classes.
- Inspects harbor facilities and Suisun Slough to Montezuma Slough for damage or hazardous conditions; inspects floats, aids to navigation and berthing areas to prevent encroachments and obstructions that might endanger navigation.
- Operates a small City boat while performing security, inspection or towing duties; places navigation buoys.
- Organizes boat parades and other marina and waterfront events; identifies, coordinates and promotes expanded water related activities and uses of the marina and waterfront with the Solano Yacht Club, downtown Business Improvement District and other groups in the Waterfront District to increase the use of these assets.

QUALIFICATIONS

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in marina management, business administration, recreation, or a related field. College level coursework is desirable.

Experience:

Four years of responsible marina program experience including one year of administrative and/or lead supervisory experience.

License or Certificate:

Possession of an appropriate driver's license. Possession of, or ability to obtain, a Cardiopulmonary Resuscitation Certificate (infant, child and adult). Possession of a Standard First Aid Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions outlined in the class specifications for Marina / Waterfront Recreation Supervisor are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

BENEFITS

The benefit package includes: Public Employees Retirement System (PERS) of 2% @ 55 for Classic Employees (fully paid by City, including EPMC), or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act of 2013; individual selection of medical, vision and dental insurance options up to a set dollar amount; and employee life insurance. The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$473 per month in lieu of enrolling in the City's health plans. The City has an IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Suisun City does not participate in the Social Security System. Under federal law, City is required to withhold for Medicare.

Leave benefits include: Employees currently receive 80 hours paid vacation per year for the first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years, and 184 hours after 19 years; as well as 96 hours of sick leave, 80 hours executive leave, and 13 paid holidays per year.

The Base Salary will be increased by 1.5% on December 30, 2016, and by another 1.5% on June 30, 2107.

This position is an exempt (no paid Overtime) management position represented by the Suisun City Management & Professional Employees Association.

APPLICATION/SELECTION PROCEDURE

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process. Paper applications may be obtained from the City of Suisun City, 701 Civic Center Blvd., Suisun City, CA 94585, or 707-421-7300.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States.

IMPORTANT NOTICE: Provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.