

MARINA/WATERFRONT RECREATION SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Recreation and Community Services Director, supervises and coordinates tasks involved in the operation, maintenance and oversight of the day-to-day operations of the City's marina; coordinates assigned activities with other divisions, outside agencies, and the general public; provides highly responsible and complex staff assistance to the Recreation and Community Services Director.

IDENTIFYING CHARACTERISTICS

The Marina/Waterfront Recreation Supervisor is the supervisory class that is distinguished from other classes in the maintenance and recreation series by its broader scope of duties and level of responsibility in supervising the day to day operations of the City's marina, serving as liaison with groups using the marina and participation in and marketing of activities along the waterfront. This position requires weekend work.

REPRESENTATIVE DUTIES

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.

1. 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.
2. Participates in the development and implementation of goals, objectives, policies, and priorities supporting the operation of the marina and promotion of the waterfront; recommends and administers policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. 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.
5. Enforces regulations governing public use of the marina; addresses hazardous conditions and security for private boats, including prevention of sinking, if feasible.
6. 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.
7. Performs custodial work, including marina showers, fish cleaning station, pump outs and restrooms.
8. 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.
9. Inspects harbor facilities and Suisun Slough to Montezuma Slough for damage or hazardous

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- conditions; inspects floats, aids to navigation and berthing areas to prevent encroachments and obstructions that might endanger navigation.
10. Operates a small City boat while performing security, inspection or towing duties; places navigation buoys.
 11. 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.
 12. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
 13. Directs, coordinates, and reviews the work plan for assigned marina services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
 14. Selects, trains, motivates, and evaluates marina staff and volunteers; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
 15. Participates in the development and implementation of goals, objectives, policies, and priorities for the operation of the marina and expanded use of the waterfront; recommends and administers policies and procedures.
 16. Participates in the development and administration of marina budget; forecasts funds needed for staffing, equipment, materials, and supplies; prepares marina berth rate analysis reports; monitors and approves expenditures; recommends adjustments as necessary.
 17. Provides staff assistance to the Recreation and Community Services Director; prepares and presents staff reports and other correspondence as appropriate and necessary.
 18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of marina management.
 19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a marina facility.
- Basic principles of water safety and boating laws.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Recreational, cultural and social needs for the boating community.
- Procedures, methods, and techniques of marina program development, implementation, administration, and promotion.
- Techniques used in public relations and customer services practices.
- Standard program evaluation methods and report writing procedures.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing and spreadsheets.
- Principles and procedures of record keeping and filing.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Mathematical principles.
- Principles of municipal budget preparation and control.

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Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Interpret and apply policies, procedures, laws, and regulations pertaining to boating and marina operations.
Operate a marina facility including rental of berths, collection of rents, enforcement of rules and regulations, maintenance of facilities and provision of tenant services.
Perform routine maintenance and repair of marina facilities.
Supervise, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Operate a radio communication device.
Operate small watercraft.
Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.
Plan, schedule, implement and coordinate special water-oriented events involving outside stakeholders and the general public.
Analyze and evaluate needs of boaters, tenants and potential users of the marina and waterfront; work with the Yacht Club, downtown Business Improvement District and other organizations in developing marina and ancillary programs.
Elicit community and organization support for programs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Respond to requests and inquiries from the general public.
Participate in the preparation and administration of assigned budget.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Prepare clear and concise reports.
Maintain records and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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 the completion of the twelfth grade supplemented by specialized training in marina management, business administration, recreation, or a related field. College level coursework 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 & Adult).

Possession of a Standard First Aid certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the

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essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Outdoor land and water environments, and indoor office environment; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to working in, on or with water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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