

HARBORMASTER

Personnel in the Harbormaster position are responsible for the day to day operations of the St. Clair Boat Harbor. The Harbormaster is called upon to perform financial management functions, maintenance duties, safety inspections, personnel related functions and subordinate staff supervision, while maintaining open communications with the general public, subordinate staff, Harbor commission and the city superintendent. The Harbormaster will also perform related duties as required.

SUPERVISION RECEIVED

The Harbormaster works under the direction of the city superintendent. Work is usually checked through the review of progress at the facility and final reports.

SUPERVISION EXERCISED

Direct supervision is exercised over all subordinate harbor staff.

RESPONSIBILITIES AND DUTIES

An employee in the Harbormaster position may be called upon to do any or all of the following (these examples do not include all of the tasks which the employee may be expected to perform):

A. Operations

1. Manage and maintain the fuel inventory and adjust fuel prices as necessary throughout the season. Manage and oversee daily fueling operation and ensure collection of related cash and credit receipts.
2. Conduct the seasonal dockage lease renewals and maintain a related waiting list.
3. Conduct the billing and collection of all seasonal rental fees and ensure that bills for seasonal rental are sent out in a timely manner.

4. Solicit bids for all outside contract work, including repair and maintenance work and night security and make recommendations for award to the Harbor Commission, City Superintendent and, if needed, City Council.
5. Manage and coordinate outside service contracts, once awarded.
6. Monitor and schedule dockage for transient boaters. Ensure collection of related cash and credit receipts.
7. Schedule all pavilion rentals.
8. Periodically evaluate harbor operations and facilities. Recommend and implement necessary for improvements.
9. Conduct annual facility opening and closing functions.
10. Conduct all purchasing related to operation of the city's harbor.
11. Directly participate in all docking, pump out, fueling and maintenance operations.
12. Maintain log of transient boats in harbor, size, POB's, etc.

B. Communications

1. Attend all Harbor Commission meetings.
2. Maintain harbor specific social media and constant contact.
3. Solicit Harbor Van advertisers on a yearly basis.
4. Attend annual State Waterways Conference and represent the City and Harbor Commission as necessary.
5. Investigate, address and resolve all harbor patron concerns and complaints.

C. Financial

- 1. Ensure that all expenditures are in accordance with approved budget.*
- 2. Maintain accurate and complete records related to all financing and cash flow at the city harbor and ensure that all cash receipts are properly balanced, accounted for and deposited in a timely manner.*
- 3. Process and submit all harbor accounts payable material to the payroll clerk and ensure timely payment on all accounts.*

D. Personnel

- 1. Oversee the selection, training, discipline and discharge of subordinate harbor staff.*
- 2. Coordinate and schedule subordinate staff on a weekly basis as required and ensure that all time records are properly maintained.*
- 3. Provide supervision for subordinate staff on a daily basis.*
- 4. Ensure that all subordinate staff are properly trained and licensed to operate harbor vehicles.*

E. Maintenance

- 1. Ensure that harbor facility is properly maintained through routine maintenance inspections and complete all required maintenance as necessary.*
- 2. Ensure that entire harbor facility is maintained in safe and proper working order for patron usage.*
- 3. Oversee the maintenance and upkeep of all harbor vehicles and ensure that they are in safe and proper working order.*

DESIRABLE QUALIFICATIONS

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Ability to organize and direct a work force in carrying out needed tasks. Prior supervisory experience preferred.
- Ability to effectively work with the general public and fellow employees.
- Considerable knowledge of marina management and marina equipment
- Familiarity with common marine and boating nomenclature.
- Familiarity with rules of the waterways, including channel markers, buoys and distress signals.
- Knowledge of the acceptable practices of building and grounds maintenance.
- Mechanical aptitude

REQUIRED TRAINING AND EXPERIENCE

- Graduation from high school and three or more years related experience.
- A valid motor vehicle operators license is required.
- Prefer first aid and CPR certifications.
- Possess or have the ability to obtain current State of Michigan C-3 Chauffeur's License.