

City of Guttenberg
Job Description
Seasonal Marina/Park Services

POSITION SUMMARY/ESSENTIAL FUNCTIONS

Duties include but not limited to: frequent interaction with boaters, providing customer service, answering questions, maintaining docks and surrounding area free of trash and debris, maintaining marina pump-out system, coordinating with city office regarding weekend transient boat reservations, assisting as necessary with payment drop-box, monitoring deck areas and courtesy slips, maintaining cleanliness of marina building (cleaning and maintenance, prepare for special events, stocking and supplying restrooms, sweeping inside and outside area, mopping, trash removal, cleaning windows, leaf blowing).

Duties may also include watering downtown hanging baskets, monitoring general appearance of park on weekends. Occasionally assisting with special events. And other duties as assigned. Mowing and weed eating south park and marina facilities, general maintenance of facilities.

Seasonal part-time (20 – 30 per week); weekends required, evenings, on-call as needed, approximately May through October. Reports to Public Works Director and City Manager.

Technical Skills: Prefer applicants with maintenance, carpentry, and mechanical experience. Must possess valid driver's license.

Education: Minimum high school diploma or equivalent.

Personal Relations: Must be professional, courteous, and respectful at all times to coworkers, residents, colleagues, and city officials. Must be able to work independently and possess excellent people skills.

Physical Requirements: Must be physically able to meet requirements of job including reaching, bending, and being on feet for long periods of time. Must be able to lift up to 40 pounds. Working Conditions: Able to work with cleaning chemicals, operate weed-eater, leaf blower, vacuum, mower if necessary. Must be able to work in varying outside conditions including extreme heat and other elements associated regional weather patterns.

The specific statement show in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.