



# PORT ALBERNI PORT AUTHORITY JOB DESCRIPTION

POSITION: SEASONAL MARINA ATTENDANT

DATE: January 26, 2022

## **1. POSITION SUMMARY**

A Marina Attendant conducts their operational duties at Port Authority marina facilities in a professional, safe, responsible and efficient manner. As a representative of the Port Authority, the employee must act and advocate in the best interest of the organization.

## **2. ORGANIZATION**

These positions report to the Manager Marina Services or the designated Marina Coordinator. Seasonal positions are not included in the ILWU bargaining unit.

## **3. ACCOUNTABILITIES**

### **3.1 Safety**

Marina Attendants will maintain safety compliance as per the Safety Compliance Form. The document is to be reviewed, signed and dated by both the employee and the Manager Marina Service or the designated supervisor.

Marina Attendants must advise the Manager Marina Services or designated Marina Coordinator of any safety or security concern as soon as possible.

### **3.2 Operations, Office, Maintenance and Custodial Service Deliveries**

Marina Attendants will ensure effective service delivery to customers by providing assistance to general public and marina users with direction and information in regards to Port Alberni and surrounding areas.

Marina Attendants will perform marina and campground related duties as assigned by the Manager Marina Services or the designated Marina Coordinator. Typical duties include but are not limited to:

- cashier – handling of money, cheques and credit cards
- customer check in and check out
- reservations and confirmations
- customer service and enquiries answered promptly
- daily cash outs and corresponding paperwork
- daily marina and campground checks
- delivering messages to customers
- perform ice sales operations
- ensuring office and outdoor office area is clean and presentable
- daily cleaning of office and washrooms
- other janitorial duties as assigned by the supervisor
- pressure washing walkways, ramps and floats
- painting
- grounds keeping operations
- maintaining a clear sewer system and operating equipment such as augers, electric eel etc.
- perform routine float and berth inspections

- directing launch ramp traffic and collecting launch fees
- completing minor dock repairs
- collecting and removing garbage from grounds and pathways, emptying garbage bins and ensuring all areas of the marina/campground are presentable
- conducting janitorial duties such as cleaning fish cleaning tables, public washrooms and restocking of supplies for public washrooms
- maintaining meeting room, picnic tables and shelters by setting up tables and chairs for meetings, and cleaning meeting room after each use
- perform fuel systems inspections

### 3.3 Bookkeeping and Accounting

As directed, perform point of sales transactions, collect appropriate fees and charges as per the approved Port Authority tariff rates, record, summarize and submit these transactions for the designated supervisor.

Complete personal time sheet of hours worked and submit to the appropriate Marina Coordinator to be forwarded to the Manager Marina Services for approval.

### 3.4 Other Duties

Performs other related duties as and when required.

## **4. PERSONAL QUALITIES**

Attendants must exhibit effective work habits with an ability to adapt to situations within a fast paced, team oriented work environment. An outgoing friendly attitude with excellent interpersonal skills is essential.

Attendants must have good written and oral communication skills and the ability to communicate professionally and effectively with the general public, the Manager Marina Services or the Port Authority's designated supervisor.

## **5. WORKING CONDITIONS**

Work is conducted inside and outside facility offices, so exposure to weather conditions is a routine part of the job. Hours of work will be scheduled by the Manager Marina Services or the designated Marina Coordinator. The work schedules will vary and reflect the operational requirements for that week. The accountabilities of the position require that the incumbent be available for work days, evenings and weekends.

All marina staff will be issued PAPA shirts to be worn when at work. PAPA ball caps will be worn if the employee decides to wear a hat.

The use of all forms of personal electronic communication while working is not allowed. Employees can check their personal devices while on break.

I have read and understood this job description.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

PAPA: \_\_\_\_\_