

# *City of Bayfield*

**Office of the Harbor Commission**  
125 South First Street - P.O. Box 1170  
Bayfield, Wisconsin 54814  
Phone (715) 779-5712  
[cityclerk@cityofbayfield.com](mailto:cityclerk@cityofbayfield.com)

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The City of Bayfield Wisconsin, gateway to the Apostle Islands National Lakeshore, is seeking a dedicated, customer focused, and hard-working individual to join as Assistant Harbormaster.

The Assistant Harbormaster is responsible for aiding in the operation and maintenance of the marina, city dock, and boat launch facilities. Consideration will be given to candidates eager to continue the exceptional customer service engagement required to successfully manage the marine facilities to the highest standard. Those with strong interpersonal skills, positive attitude, and boat/maritime knowledge are strongly encouraged to apply.

## **Tasks include:**

- Operating and maintaining marina equipment
- Boat handling in and out of water (launch and haul out)
- Hire and Supervise staff
- Computer and office skills
- Create and adhere to budgets
- Create and maintain standard operating procedures (SOPs)
- Working both in an office and outdoor environment in variable weather conditions
- Ensure facilities are safe, clean and enjoyable for customers and visitors
- Report to Harbor Commission
- Other tasks and projects as directed by self and Harbor Commission

## **Qualifications:**

- High School diploma or equivalent
- Valid Driver's License
- Marina industry and boat knowledge preferred
- Effective communication and organizational skills
- Ability to work well in teams
- A track record reflecting reliability and strong work ethic
- Capacity to learn new skills quickly
- Strong computer, technical, and mechanical skills
- References

**Pay:** \$22.00 / hr.

**Schedule:** 40 hours week, seasonally from Mid-April to Mid-October, some weekends in season

**Work Location:** In person, Bayfield Marina, Bayfield, WI

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## Assistant Harbormaster Full Time/ Limited Term Position Available

<b>Company:</b> City of Bayfield	<b>Contact:</b> Billie L. Hoopman, Clerk
<b>Street Address:</b> 125 South First Street	<b>Phone:</b> 715-779-5712
<b>City, State, Zip:</b> Bayfield, WI 54814	<b>Email:</b> <a href="mailto:cityclerk@cityofbayfield.com">cityclerk@cityofbayfield.com</a>
<b>County:</b> Bayfield	<b>Fax:</b> 715-779-5094
<b>Job Title:</b> Bayfield Marina Assistant Harbormaster	
<b>Job Description:</b> Assist the Harbormaster who will supervise, prepare, assign, implement, and monitor tasks performed by self and staff. Responsibilities include maintaining and repairing marina, city dock, and public boat launch facilities and equipment; as well as performing marina lifting, launching, dockage, and storage duties.	
<b>Salary:</b> \$22.00 / hr.	
<b>Position:</b> 40 hrs. week/ weekdays, some weekends. Seasonally: Mid-April to Mid – October	
<b>Application Deadline:</b> Open until filled	
<b>Candidate Consideration:</b> <ol style="list-style-type: none"><li>1. Personal Interview</li><li>2. Background Investigation</li><li>3. Marine industry experience preferred</li><li>4. Boat handling on land / in-water experience preferred</li></ol>	
<b>Each applicant must provide the following:</b> <ol style="list-style-type: none"><li>1. Letter of Interest</li><li>2. Completed Application</li><li>3. Resume</li></ol>	

*Established in 1913.*

*City of Bayfield is an Equal Opportunity Provider and Employer.*

*Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410*

# CITY OF BAYFIELD

## Position Description

**POSITION TITLE:** Assistant Harbormaster

**REPORTS TO:** Harbormaster

**SUPERVISES:** Seasonal Dock Staff and Lift & Launch Crew

### **JOB SUMMARY:**

This position will supervise, prepare, assign, implement, and monitor tasks performed by self and staff. Responsibilities include maintaining and repairing marina, city dock, and public boat launch facilities and equipment; as well as performing marina lifting, launching, dockage, and storage duties.

### **ESSENTIAL DUTIES:**

- Supervise / execute all tasks as listed within responsible essential duties & job requirements
- Operate computer system & complete paperwork within established guidelines
- Instruct and evaluate staff
- Execute required paperwork to carry out assigned duties
- Attend meetings and events required by job duties
- Establish assignments
- Create & document procedures of routine tasks
- Track facility & equipment repair needs & upgrades as required
- Safely operate heavy equipment to perform boat hauling/launch/storage
- Provide excellent customer service - interface with customers and city staff
- Measure performance of self & staff
- Execute other duties not specifically listed but as directed and within skill capacity

### **MINIMUM QUALIFICATIONS REQUIRED:**

- High School diploma or equivalent
- Possess valid Wisconsin Driver's License
- Marine industry experience preferred
- Boat handling on land / in-water experience preferred
- Effective written & verbal skills
- Effective planning / organizational skills
- Effective supervisory & interpersonal skills
- Mechanical skills
- Basic computer skills
- Basic bookkeeping and payment processing
- Organized, decisive, result driven, and mechanical aptitude
- People oriented, positive attitude, team player, and professional in appearance

### **BASIC SKILLS & JOB REQUIREMENTS:**

#### **General:**

- Direct the opening & closing of marina office
- Provide professional customer service & assistance

- Create & manage plans & procedures
- Create dockage & storage agreements
- Assure dockage & storage customers supply insurance certificates
- Create & implement marketing tools
- Monitor Occupational Safety and Health Administration (OSHA) compliance
- Maintain Material Safety Data Sheets (MSDS)
- Maintain fuel records
- Maintain emergency response plan & records

**Dockage & Storage:**

- Process customer dockage & storage
- Monitor sub-contractors
- Pump fuel in boats
- Pump out holding tanks
- Sell ice and other sundries
- Monitor marine radio & communicate with boaters
- Perform daily "walkabouts" and report problems
- Set up regular schedule of routine facility waste roundup
- Keep service dock clean & organized
- Keep dock house clean & organized
- Develop cleaning plan & schedule for facility
- Clean & restock restrooms
- Sign in transient dockers & collect fees
- Know requirements of fuel spill plan
- Basic knowledge of accounting/cash register/credit card processing
- Work lift & launch schedule
- Haul & launch boats
- Properly protect boat hulls during movement & lifts
- Perform pressure washing
- Keep lift equipment clean & properly care for slings
- Exercise extreme safety in boat movements
- Properly set boats in storage locations
- Layout facility for outside boat storage
- Manage boat blocking, discarding unusable
- Manage city owned jack stands
- Arrange for storage of customer cradles

**Maintenance:**

- Receive & act upon reports of broken, damaged or defective items within facilities including buildings, grounds, docks, vehicles, and equipment
- Walkabout facilities regularly to identify problems needing maintenance
- Perform maintenance including, but not limited to repair, cleaning, adjustments, cleaning, light replacement, and painting
- Arrange for and maintain supplies for performing maintenance
- Prepare docks as required for winter
- Winterize facilities per checklist
- Schedule and perform preventative maintenance on all moving equipment
- Create document per equipment to record preventative maintenance
- Arrange for & maintain supplies for performing preventative maintenance

**PHYSICAL DEMANDS:**

- Physically capable of lifting 70 lbs.
- Frequent walking, standing, and sitting
- Occasional driving
- Must be capable of using hand(s) for repetitive fine manipulation, grasping, pushing, pulling and operating controls
- Frequent bending, twisting, squatting, climbing, reaching and grappling
- Ability to communicate orally in a clear manner
- Ability to work under a variety of temperatures and atmospheric conditions

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job related responsibilities and tasks other than those stated on this description.

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Incumbent \_\_\_\_\_ Date \_\_\_\_\_

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Harbor Commission Chair \_\_\_\_\_ Date \_\_\_\_\_

# CITY of BAYFIELD APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

**DATE OF APPLICATION:** \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
Middle

Address: \_\_\_\_\_  
a
Street
(Apt)
City/State
Zip

Mailing Address: \_\_\_\_\_  
Street
City/State
Zip

Contact Information: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Telephone
Mobile Telephone
Email

Are you 18 yrs. of age or older? \_\_\_\_\_ Yes, \_\_\_\_\_ No

How did you learn about this job opportunity? \_\_\_\_\_

**POSITION SOUGHT:** \_\_\_\_\_ **Available Start Date:** \_\_\_\_\_

**Desired Pay Range:** \_\_\_\_\_ **Are you currently employed?** \_\_\_\_\_  
Hourly or Salary

**EDUCATION**

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Military			
Specialized Training, Trade School, etc....			
Other Education			

**Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.**

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**PREVIOUS EXPERIENCE**

**Please list beginning from most recent**

Dates Month and Year	Name & Address of Employer	Salary Upon Leaving	Position	Reason for leaving
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				

**REFERENCES:**

Name	Address & Phone Number	Position	Years Acquainted
1.			
2.			
3.			

**AUTHORIZATION:**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Bayfield.

I understand that any employment is conditioned on a background check. I authorize the City of Bayfield to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in the application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to medical examination(s) or drug test(s) at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Bayfield's Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Date \_\_\_\_\_ Signature \_\_\_\_\_