

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

Bayfield Marina – Seasonal Dock Attendant Full Time/Limited Term Position Available

Company: City of Bayfield – Bayfield Marina	Contact: Billie L. Hoopman, Clerk
Street Address: 125 South First Street	Phone: 715-779-5712
City, State, Zip: Bayfield, WI 54814	Email: cityclerk@cityofbayfield.com
County: Bayfield	Fax: 715-779-5094
Job Title: Seasonal Dock Attendant	
Job Description: This position will execute and manage general marina operational duties and tasks as assigned by the Harbormaster and Assistant Harbormaster.	
Salary: \$17-\$20.00 /hr., DOQ	
Position: Assumes approximately 40 hrs. week/ weekdays and weekends. Mid-April to Mid-October	
Application Deadline: Open until filled	
Candidate Consideration: <ol style="list-style-type: none">1. Personal Interview2. Background Investigation3. Marine industry experience preferred4. Boat handling on land / in-water experience preferred	
Each applicant must provide the following: <ol style="list-style-type: none">1. Letter of Interest2. Completed Application3. Resume	

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: Seasonal Dock Attendant

REPORTS TO: Harbormaster and Assistant Harbormaster

SUPERVISES: None

JOB SUMMARY:

This position will execute and manage general marina operational duties and tasks as assigned by the Harbormaster and Assistant Harbormaster.

ESSENTIAL DUTIES:

- Perform / execute all tasks as assigned by supervisor
- Basic entry level tasks & daily assignments
- Cleaning & yard work
- General maintenance & painting
- Dockside services such as fueling & pump outs
- Facilitate retail operations, cash register, money transactions
- Lifting & launching assistance
- Execute required paperwork to carry out assigned duties
- Provide excellent customer service - interface with customers and city staff
- Execute other duties not listed but as directed and within skill capacity

MINIMUM QUALIFICATIONS REQUIRED:

- Effective written & verbal skills
- Effective interpersonal skills required to work with a team
- Basic computer skills
- Good health & physical mobility
- Pride in work and self-confident
- Positive attitude and team player

BASIC SKILLS & JOB REQUIREMENTS:

General:

- Provide professional customer service & assistance
- Awareness and compliance to Occupational Safety and Health Administration OSHA standards
- Awareness of and ability to use Material Safety Data Sheets (MSDS)
- Comply with emergency response plan & records

Dock Service:

- Assist customers & boats to secure at fuel dock
- Safely dispense fuel
- Safely operate pump out equipment
- Assist in haul/launch as directed

Retail:

- Assist customers by providing information regarding marina & area
- Handle retail monetary transactions including cash/check and credit card processing
- Monitor supplies for maintenance, cleaning, and restroom stock
- Guest dockage reservations and check-ins
- Other duties as directed

Cleaning & Maintenance:

- Maintain supplies as needed for restrooms and other areas
- Cleaning of bathrooms and other related facilities
- Lawn mowing and lawn maintenance
- Other duties as directed

Haul & Launch:

- Operate with lift & launch schedule
- Assist with hauling & launching boats
- Assist with protecting boat hulls during movement & lifts
- Perform pressure washing
- Keep lift equipment clean & properly care for slings
- Exercise extreme safety in boat movements
- Assist with properly setting boats in storage locations
- Assist in layout facility for outside boat storage
- Assist in managing boat blocking, discarding unusable
- Assist in managing city owned jack stands
- Facilitate storage of customer cradles

Maintenance:

- Report on broken, damaged or defective items within scope of job description
- Perform maintenance including but not limited to repair, adjustments, and routine maintenance of equipment necessary for haul/launch procedures
- Monitor supplies for maintenance, cleaning, and restroom stock
- Prepare docks as required for winter
- Winterize facility per checklist
- Perform preventative maintenance on all moving equipment

PHYSICAL DEMANDS:

- Physically capable of lifting 70 lbs.
- Frequent walking, standing, and sitting
- Frequent bending, twisting, squatting, climbing, and 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.

Incumbent

Date

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.

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 _____