

Pine Mountain Lake Association Job Description

Job Title: Seasonal Marina Attendant
Job Code: 64
Department: Marina
Location: Marina
Reports To: Marina Manager
FLSA Status: Non-Exempt
Prepared Date: 2/19/2025 sa/mw

SUMMARY

The Seasonal Marina Attendant will be knowledgeable and work in all areas of the daily operations of the Marina and Marina Store, while providing excellent customer service to all property owners, renters, and guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Greet patrons at the Marina's main entrance and check for proper permits
- Direct customers and delivery personnel to various parts of grounds or buildings and controls traffic and parking.
- Enforces PMLA rules and regulations.
- Re-stocks store shelves and cases, processes fishing licenses, bait tackle, supplies, general merchandise.
- Pumps boat dock gasoline.
- Communicates with other staff by radio per radio etiquette.
- Prepares boats/paddles boards/canoes for rentals, cleaning the dock, and organizing area for the next rental transaction.
- Monitors beach and designated swimming areas to ensure safety of guests.
- Cleans and re-stocks the restrooms.
- Regularly removes trash from trash cans to proper receptacles and the beach area as needed
- Using proper equipment cleans beach, parking area and docks of goose droppings.
- Must be able to work independently at all PMLA beaches (*Lake Lodge, Dunn Court & Marina*) as assigned.
- Communicate in a positive and friendly manner with members and guests.
- Aid in waterfowl mitigation (this is a no contact activity).
- Must be able to work outdoors in various weather conditions.
- Regular, punctual attendance is required.
- You may be scheduled weekends and holidays during the season.
- Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write daily log reports. Ability to effectively present information in one-on-one and small group situations to property owners and guests of the organization.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

CPR/First Aid Certified preferred or upon hire

OTHER SKILLS AND ABILITIES

- Ability to operate specific equipment and tools
- Good communication skills (verbal, nonverbal and written)
- Must be able to multitask
- Ability to adjust to your audience
- Ability to work as a team member

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to use hands to handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit. Work outside in various weather conditions and extreme temperatures.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines.

Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.