

## MARINA LEADWORKER/PROPERTY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, directs, supervises, and coordinates the activities and operations of the Antioch Marina within the Public Works Department including ensuring the safety of visitors, ensuring proper charges and payments are made for services rendered, and overseeing facility and facility landscape maintenance; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director or designee.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume responsibility for assigned services and activities of the Antioch Marina including visitor safety and service, marina maintenance, and leasehold management.
2. Recommend and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for marina staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Train, motivate, and evaluate marina service personnel; provide or coordinate staff training; work with employees to correct deficiencies; in the absence of the Operations Supervisor, may be required to supervise the operation of the facilities and assigned personnel.
6. Lead, plan, train, contract, and review the work of vendors and staff responsible for the maintenance, repair, and construction of City facilities including plumbing, carpentry, electrical, remodeling, painting, and a variety of other related craft work; discuss work to be performed with management staff; plan and implement assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
7. Recommend and participate in the development and administration of the division's annual budget; work within a budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; code invoices for payment; implement adjustments.
8. Verify the work of assigned employees and vendors for accuracy, proper work methods, techniques and compliance with applicable standards, code, regulations, and specifications; ensure adherence to safe work practices and procedures.

**CITY OF ANTIOCH**  
**MARINA LEADWORKER/PROPERTY MANAGER (CONTINUED)**

9. Manage marina tenant accounts; arrange for berthing and slip rentals for the boating public; prepare and execute various rental agreements; collect cash and maintain daily logs; may operate a cash register and balance cash receipts; collect fees and bills.
10. Provide on-site guidance for all construction and repair activities by staff related to the marina complex; oversee and participate in installing, maintaining, and repairing a variety of plumbing fixtures and fittings including sinks, toilets, faucets, and related equipment; repair leaks and stoppages.
11. Coordinate work activities related to the design, construction and maintenance contracts with other City employees.
12. Provide customer service to marina berthers; respond to issues, questions, and requests; enforce marina rules and regulations; may be required to handle and/or respond to various emergencies.
13. Recommend marketing and other advertising programs promoting the use of marina and marina-related facilities; prepare and manage marina promotions.
14. Oversee fuel dock operation; monitor fuel sales; order fuel.
15. Operate various maintenance equipment and hand and power tools in a safe and efficient manner; maintain tools and assigned equipment; perform preventative maintenance on equipment.
16. Inspect marina facilities for safety-related problems.
17. Serve as the liaison for the marina with other divisions, departments, and outside agencies; assist in negotiating and resolving sensitive and controversial issues.
18. Serve as staff on a variety of committees; draft staff reports and other necessary correspondence.
19. Provide responsible staff assistance to the Operations Supervisor; participate in a variety of organizational studies, investigations, and operational studies; recommend modifications to marina programs, policies, and procedures as appropriate.
20. May oversee the City's RV storage facility.
21. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of marina operations; recommend new developments as appropriate.
22. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
23. Read electric meters and record monthly usage.
24. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a municipal marina.
- Principles and practices of marina operations and property management.
- Principles and practices of program development and administration.
- Methods and techniques of safe boating.
- Modern methods, practices and procedures related to the management of marine and dock facilities.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations, especially those related to boating and waterway environmental issues.

**Ability to:**

- Oversee and participate in the management of a municipal marina.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Read and interpret working blueprints.
- Promote and enforce safe work and boating practices.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Develop boating related promotional activities and programs.
- Operate and have basic knowledge of a variety of boats, both sail and power.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, public administration, or a related field.

**Experience:**

Five years of increasingly responsible property management and/or marina operations and maintenance experience including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

CITY OF ANTIOCH  
MARINA LEADWORKER/PROPERTY MANAGER (CONTINUED)

Possession of required First Aid Certificate and CPR Certificate within 6 months of appointment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting with exposure to an outdoor marina environment; may work in or around water. Incumbents may be required to work alternate shifts, including evenings, nights, weekends, and holidays.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.