



Human Resources Department
Forms And Documents

Effective Date: 07.05.2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 555 So Section Street, Monday through Friday, from 7:00 a.m. to 4:00 p.m. or online at www.cofairhope.com. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

Position Information

Job Title: Fairhope Docks Manager Department: Recreation

Job Status: Regular full- Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From:* _____ *To:* _____

Standard Scheduled Hours: 8:00 am – 5:00 pm Days to be Worked: M-F on call as needed

Starting Pay Rate: \$38,270.43 - 49,751.56 Pay Grade 22
- \$61,232.70

POSITION DESCRIPTION: The purpose of this position is to oversee the daily operation, as well as ongoing marina maintenance and improvements of the Fairhope Docks Marina.

PRIMARY RESPONSIBILITIES INCLUDE: The Fairhope Docks Manager is responsible for the safe mooring of vessels, and the general operation of the city’s marina including budgeting responsibilities, assisting boaters, and maintaining a safe and clean environment throughout the marina facilities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
Oversees the Marina’s daily operations; Strives for Clean Marina and/or Clean Resilient Marina status; Oversees third party vendors who perform work at the property; Maintains up-to-date insurance files on all vendors; Provides excellent and prompt service to customers, prospective customers and guests; Insures prompt maintenance of docks, piers, buildings, grounds and equipment; Supervises all personnel; Understands and complies with government regulations pertaining to the facility; Proactively seeks ways to promote Marina to maximize potential; Ensures safety of employees, customers and visitors; Trains employees on the safe use of marina equipment and all emergency procedures; Manages daily financials of operations; Hires, trains, supervises all marina employees to ensure sufficient staffing coverage to promote high quality service and work performance; Prepares annual budget and capital plan; Oversees renovation of marina facilities and ongoing maintenance and improvement projects; Actively pursues practices that work to achieve Clean Marina status; Creates, maintains, and modifies as necessary all leases and related forms for docks and slips; Inspects property daily to ensure the Marina is presented in the best possible way.

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.

REQUIRED MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or GED required, two years college education helpful. Five years previous marina experience, with comprehensive maintenance responsibilities. Previous supervisory experience preferred. Special Requirement: Must maintain a valid Boater's license, and a valid state of Alabama driver's license. In-depth knowledge of Mobile Bay and surrounding waterways helpful.

Date Posted: 9/14/2017

Closing Date: Until Filled