

YOUR LOGO
HERE

Abbey Marina PO Box 77

Job Title:	Maintenance and Grounds	Job Category:	Harbor
Department/Group:	AHCA	Job Code/ Req#:	Job Code/ Req#
Location:	Fontana	Travel Required:	No
Level/Salary Range:	\$ 12.00-\$20.00 hourly	Position Type:	Seasonal full time
HR Contact:	Harbormaster	Date Posted:	1/1/22
Will Train Applicant(s):	Harbormaster	Posting Expires:	6/01/22
External Posting URL:	External Posting URL		
Internal Posting URL:	Internal Posting URL		

Applications Accepted By:

FAX OR EMAIL:

Info@abbeymarina.com

262.394.5544

MAIL:

Captain Joe O'Malley
Abbey Marina PO Box 77
271 Fontana Blvd
Fontana, Wi. 53125

Job Description

ROLE AND RESPONSIBILITIES

- Greet members with a friendly, upbeat, courteous and professional manner
- Maintain a positive working relationship with clients and their customers
- Exhibit "ownership" attitude in everything you do
- Display dependability, assertiveness, and respect for others
- Maintain an emphasis on guest hospitality
- Adhere to all safety policy
- Ensure that all staff adheres to safety standards
- Provide leadership, oversight, and operational direction to staff with regards to system operation
- Verify proper operation of all systems on a daily basis
- Ensure that processes and procedures are followed and identify deficiencies as the basis for training
- Review project SOWs and provide timely feedback
- Ensure that staff has adequate training and equipment for required duties
- Participate in project related meetings and calls
- Present a clean professional appearance at all times
- Demonstrate effective use of time
- Follow instructions as directed by management and peers
- Display initiative with reference to new work, new products, and new ideas, etc.
- Demonstrate the ability to work cooperatively with others
- Provide leadership, guidance and training to rank staff
- Provide general Installation/ repair and maintenance on all systems and equipment on the entire marina grounds
- Miscellaneous carpentry duties including painting, repair, curbs, structures, etc.

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- Operate machinery and other equipment
- Effectively use a multitude of tools including power tools, saws, etc.
- Keep Marina waters clean of seaweed and other debris
- Daily patrol of marina to remove debris from water
- Move debris to offsite locations
- Provide maintenance to docks, buildings, landscaping, etc.
- Pressure washing entrances, exits, common areas, pool areas, docks, and other member and non member areas
- Lift heavy objects consistently throughout day
- Maintain flower beds, flowers pots, and any other landscaping to Marina standards
- Regular removal of trash throughout the day (sometimes 4x per shift)
- Perform landscaping including but not limited to; Weeding, pruning seaweed removal
- Installation/ removal and maintenance of fountain and member aerators
- Use creative thinking to solve problems throughout the Marina
- Involvement in all seasonal "opening and closing" activities
- Any other task assigned by the Harbormaster
- Direct & Provide maintenance to docks, buildings, landscaping, etc.
- Lift heavy objects consistently throughout day
- Follow safe work practices and exercise judgment to discontinue work in the presence of unsafe conditions
- Use creative thinking to solve problems throughout the Marina
- Possess a tolerance for working in a variety of weather conditions both indoors and out
- Any other task assigned by the Harbormaster

QUALIFICATIONS AND EDUCATION REQUIREMENTS

5-10 years' experience required; Valid Driver's License required.

REQUIRED SKILLS

Leadership, Attention to detail, Communications skills, Critical Thinking, Team attitude, Multitasking, patience, Mechanically inclined, Tool experience, Tact and Ability, bend lift heavy objects, stand and walk and work for long hours in all temperatures and conditions

ADDITIONAL NOTES

Must have availability on weekends, nights, and holidays during the season April 1st –October 8th (holidays include; Memorial Day weekend, Independence day weekend, Labor Day weekend, COSI boat day, Antique Boat Show and Special Marina events)

Reviewed By:	JMO	Date:	2/1/22
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time