



THE CORPORATION OF THE  
*Township Of Pelee*

## **JOB DESCRIPTION**

**Position Title:** Marina Supervisor  
**Reports To:** Community Services Manager

### **PRIMARY FUNCTION:**

The Marina Supervisor is responsible for the day-to-day operations, maintenance, and improvement of the marina facilities to ensure efficient and profitable operations, and maximize the potential of the municipal asset. This Marina Supervisor will ensure the safe and efficient handling of boats, oversees property and dock maintenance, implements property improvement projects, and manages seasonal tasks such as opening and closing duties.

### **DUTIES AND RESPONSIBILITIES:**

#### **Administration**

- Order and purchase inventory to be sold in the marina store;
- Manage cash register receipts, inventories and purchase receipts from the store;
- Responsible for summer attendant orientation and training done in compliance to the Occupational Health and Safety Act and Township policies and procedures;
- Collect transient boater and ramp fees and store concession revenue;
- Assist with marina operational and capital budget priorities, needs, and planning alongside the municipal Treasurer and Community Services Manager;
- In conjunction with the Administration reconcile and maintain records for Accounts Payable;
- Take reservations from incoming transient boaters and maintain records of transient reservations;
- Operate marine band radio and make radio communication with boaters (incoming transients) and provide slip assignment;
- Assist Administration in finalizing seasonal dockage contract, dock assignments, and ensure all records are kept organized and up to date;
- Monitor fuel levels and fuel sales and report and ensure compliance with all TSSA standards;
- Under MNR legislation, sell fishing licenses, monitor, track and report sales as necessary to the Treasurer;

- Supervise summer staff and ensure they are properly trained in all aspects of the store and customer service;
- Organize and communicate efficient staff scheduling for marina attendants;
- Perform any additional duties as assigned by the Community Services Manager.

### **Customer Service**

- Assist with promoting the facility and maintaining high standards of professional service and work towards establishing the Marina's reputation for services and customer relations as exemplary;
- Respond to information inquiries about Scudder Marina and provide general tourist information on Pelee Island in a professional, courteous manner;
- Assist Administration in overseeing the seasonal boater list and changes throughout the season; and
- Enforce marina regulations and respond to customer concerns accordingly.

### **Maintenance**

- Ensure the public washrooms and store are clean and safe for public use;
- Maintain docks by ensuring they are free of weeds and debris, as well as ensuring cleats and boards are secure and safe;
- Ensure grounds are free of litter, picnic tables and BBQs are cleaned and properly maintained;
- Work alongside Parks & Recreation staff to maintain the property; and
- Promptly report any major maintenance issues to the Community Services Manager for resolution.

### **Marketing & Promotion**

- Work with Administration to promote the marina throughout the season through social media and other efficient sources;
- Research methods of maximizing the marina's financial success and methods of displaying the attractiveness of the marina to potential customers;
- Develop initiatives to attract visitors to the marina (i.e. children or family activities, small events, etc.); and
- Continually improve the success of the marina store through innovative product purchasing and effective display of merchandise.