

CITY OF OMAHA CLASS SPECIFICATION

No. 6970

MARINA CARETAKER

NATURE OF WORK

This is operation and maintenance work at the N. P. Dodge Park Marina. Work involves the responsibility for operating the marina, maintaining its basin, boat docks, buildings and grounds, and protection of the environment. Work is performed with considerable independence and is subject to review by a supervisor.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in position allocated to this class.)

Patrols and monitors the marina regularly during operating hours, including the marina basin, boat docks, buildings, and grounds.

Reports suspicious occurrences or conditions to proper authorities.

Enforces the marina's safety regulations and safeguards privately owned boats parked there.

Maintains the premises, including mowing, weed trimming, painting, and general property maintenance.

Orders supplies, maintains inventories, and authorizes payment for minor repairs.

Supervises seasonal employees in the performance of such duties as concession and gasoline sales, grass mowing, weed trimming, and other general custodial duties, and records their time and attendance.

Secures and records funds from concession sales.

Monitors a two-way radio to coordinate activities during emergencies between the marina staff, the United States Coast Guard, and the Douglas County Sheriff's Boat Patrol.

Acts as the City's spokesperson with boaters, other agencies involved with river traffic, and the public.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to learn to operate and manage a commercial enterprise involving sales of food and drink, other boating related consumer items, and gasoline.

Ability to learn to keep records on the concessions and gasoline sales and to balance books at the end of each day.

Ability to learn and apply City rules and regulations regarding use of the marina.

Ability to learn to chart and identify locations on the Missouri River.

Ability to operate a boat, motor, radio communication equipment, lawn mower, weed trimmer, and other marina and ground maintenance tools and equipment.

Ability to learn to set the pricing for and operate a cash register and gasoline pump.

Ability to perform minor maintenance on assigned equipment and machinery.

Ability to understand written or oral instructions.

Ability to reach, stand, and walk from 76-100% of the time; to balance, bend stoop, squat, kneel, crouch, crawl, push, pull, and lift from 51-75% of the time; and to climb or sit from 0-25% of the time.

Ability to use up to fifty pounds of force to move objects up to 33% of the time; to use up to twenty pounds of force to move objects from 34-66% of the time, and to use up to ten pounds of force to move objects from 67-100% of the time.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

High school diploma or its equivalent, including successful completion of mathematics or bookkeeping courses.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation from the marina to various sites throughout the City during the course of the work day.

WORKING CONDITIONS

Work is performed outdoors in all weather conditions amid noise, near moving machinery, involving conditions such as fumes, odors, dust, mists, and gases.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Marine Band Two Way Radio
Lawn Mower
Cash Register
Gas Pump and Programming Device

Motorized Boat
Weed Trimmer
Telephone
Golf Cart

Approved: 3-25-93