



## Job Description

<b>Job Title:</b>	Dock Master (Seasonal/Part-time)
<b>Department/Division:</b>	Public Works
<b>Supervisor's Title:</b>	Parks Lead Worker
<b>Exempt/Non-exempt:</b>	Non-exempt

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### **Position Objective:**

This position is the ambassador of the transient public docks and is first point of contact with visitors coming by boat to the City of Wayzata. This position is responsible for the safe mooring of vessels, strategic placement of vessels, assisting boaters and maintaining a safe, clean and inviting dock for our visitors.

### **Essential Job Functions:**

- Provides first point of contact for visitors coming by boat
- Direct and assist the mooring of vessels in a safe and efficient manner
- Provide assistance to boaters
- Maintain a clean dock
- Document dock usage during shift
- Document and report any safety hazards
- Document and report any repairs needed
- Report any unsafe practices and procedures

### **Knowledge, Skills and Abilities:**

#### *Knowledge of:*

- Proper and efficient mooring of vessels to make the best use of available docking space
- City of Wayzata parks, amenities, businesses and their locations

#### *Skilled in:*

- Outstanding customer service
- Effective communication

#### *Ability to:*

- Maintain friendly relations with city staff and public
- Be reliable and dependable
- Stand for 4-6 hours and maneuver comfortably on docks.

### **Operational Policies:**

- Tipping is not a requirement at the public dock.
- Dock Masters cannot reserve or provide preferential docking for any boats coming to the public dock.
- Dock Master responsible for their scheduled shift. If unable to work scheduled shift, Dock Master must find another Dock Master to cover their shift and report that change to supervisor. Failure to show up for a schedule shift or find replacement may result in termination.

**Minimum Qualifications**

- Must be at least 16 years of age
- Have knowledge of proper and efficient mooring of vessels to make the best use of available docking space
- Able to stand for 4-6 hours and maneuver comfortably on docks

**Shared Organizational Values**

- Respect
- Pride
- Safety
- Excellence
- Responsiveness
- Teamwork
- Fiscal Responsibility
- Integrity
- Friendliness

March, 2021