

## Village of Put-in-Bay

## Dock Manager/Head Dockmaster Full Time, Seasonal

This position has the primary responsibility of overseeing operations and directing personnel under his/her direction for the proper operation of the Village A & C Docks, Bathhouse and Park. This position requires excellent customer skills and logical analysis of situations, dependable management of employees and physical facilities. Dock Manager/Head Dockmaster must be comfortable working, communicating and interacting with the public. In addition to scheduling, this position also works daily with the Fiscal Officer to verify revenue to the security standards per the Fiscal Office and State Auditor to maintain required records for all revenue and deposits. Village Docks use Dockwa as its Marina network system for dock management. The position runs through the marina season, April through October, job hours reflect marina operation hours and weekends are mandatory. This position is under the direct supervision of the Village Administrator.

### Required Skills and Abilities:

1. Maintain a valid State of Ohio Driver's License
2. Demonstrated Communication and customer skills
3. Familiarity with Dockwa and Excel preferred
4. Comfortable and able to direct, move, assist and secure vessels to dock

### Other Requirements:

Applicant must be at least 18 years of age or older. Must be bondable. Must pass a pre-employment drug/alcohol screening and criminal background check. This is an in-person position.

### Pay Range:

Pay Range: \$15.00 - \$30.00 per hour, prior experience considered. Employee will be a participant in Ohio Employees Retirement System (OPERS).

Please email resume to [villageadmin@villageofpib.com](mailto:villageadmin@villageofpib.com).

The Village of Put-in-Bay is an equal opportunity employer. All applicants will be considered for employment without consideration to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Reasonable accommodations to perform the essential job functions will be provided unless doing so would constitute an undue hardship.