



Village of Sister Bay

Job Title: Marina Maintenance Technician

Department/Fund: Marina

FLSA Classification: Non-exempt

Summary Description: The Marina Maintenance Technician is a part-time position in the Village of Sister Bay, Sister Bay Marina. This person is responsible for general maintenance and maintenance projects at the Sister Bay Marina. The work schedule may involve evening, weekends, and some holiday hours. The work schedule is established by the immediate supervisor.

Job Duties and Responsibilities:

Maintain Marina facilities including basic carpentry, painting, plumbing, repair, and electrical repair. Perform routine and as-needed maintenance to equipment. Inspect Marina facilities and docks for hazards and repair them accordingly. Troubleshoot and report structural or mechanical issues. Make repairs when possible and if capable.

Operate a variety of equipment in repairing, installing, removing, and maintaining docks, facilities, and other assets.

Display good communication skills through courteous and prompt attention to complaints and concerns and the ability to create and maintain effective and cooperative interpersonal relationships with co-workers and citizens. Discuss and prioritize maintenance projects with the Marina Manager.

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Work efficiently, both independently or with a team.

Maintain current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Perform other related tasks as assigned.

Qualifications and Knowledge/Skills:

Employee must be at least 18 years of age and must have a high school diploma or equivalent. Employee should be experienced in carpentry and basic maintenance. Employee must be professional, trustworthy, and punctual and have good verbal communication skills. Basic writing skills required.

Working Conditions and Physical Demands

The working conditions and physical demands described below are representative of those that will be encountered or must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work outdoors in public spaces under various, and occasionally extreme, weather conditions and in public facilities and may be subject to irregular hours and overtime.
- Exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and noisy environments.
- Work near moving mechanical and electrical equipment.
- Perform manual labor.
- Lift, pull, and/or move 50 pounds for extended periods of time and occasionally lift, pull, or move up to 100 pounds.
- Movements such as stooping, twisting, bending, climbing, kneeling, crouching, and crawling are sometimes required. Audio, visual, and verbal functions are vital aspects of this position.

Licenses and Certifications

Any equivalent combination of education and experience that provides the required skills and abilities is qualifying.

- Possess a high school diploma or equivalent

The duties listed above are intended only as illustrations of the various types of work that may be performed by a Marina Maintenance Technician. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Personnel Committee 8/28/2023