

Winslow Wharf Marina Condominium Owners Association
MARINA MANAGER JOB ANNOUNCEMENT

March 17, 2016, and open until filled

POSITION:

Marina Manager of a 238-slip condominium marina located in Eagle Harbor, Bainbridge Island, WA.

ANNUAL SALARY:

\$50,000 - \$65,000, based on qualifications.

POSITION DESCRIPTION:

The marina manager reports to the Board of Directors and is responsible for the daily operation and administration of the Marina as well as for being the primary point of contact for owners, tenants, liveaboards, transients and the general public, and the person responsible for resolving issues brought to his or her attention. Specific duties include:

Marina Operations:

Supervising and assigning tasks to other marina staff (1 or 2 people) and contracted services.

Complying with federal, state and local government laws, regulations and directives applicable to marina operations.

Ensuring the accomplishment routine marina tasks, such as electric meter reading, periodic marina inspections, safety and fire inspections, repair of marina hardware, proper training of staff personnel, emergency response plans, spill prevention and control plans, used battery management, painting and pressure washer cleaning procedures, pump-out procedures, waste management, and WIFI management.

Maintaining full occupancy of the marina slips and its leasable upland properties.

Ensuring marina parking lots are safe and clean.

Maintaining and repairing all docks, piers and finger piers.

Administrative Tasks:

Using Board-approved software for all marina files, reports and administration.

Communicating with federal, state and local government agencies, and conveying pertinent information to the Board of Directors.

Maintaining a file of all office and administrative procedures and keeping the Marina Operations Manual current.

Compiling the resale certificate for the private sale of a marina slip.

Maintaining the marina's Clean Marina Certification.

Maintaining current and accurate data in the entry-exit security system. Monitor, issue, update, delete, and replace access cards/fobs as necessary.

Retrieving and distributing marina mail from the U.S. Post Office.

Performing other duties as may be assigned by the Board of Directors.

Financial Duties:

Creating, and after its approval by the Board of Directors, implementing and monitoring the accomplishment of an annual marina budget.

Responding to requests for budget, management and administrative reports and financial data from the Board Treasurer.

Working cooperatively with the contracted marina bookkeeper.

Acting as the marina point of contact for marina auditors requesting documentation, reports, and other routine business information.

Maintaining current and accurate tenant, owner, guest, and building tenant accounts.

Contracting for services, purchasing items, and paying bills.

Maintaining and following procedures for accurate accounting of marina financial transactions, including the collection, recording, and depositing of all marina assessments, fees, and charges.

Issuing monthly financial statements to the owners.

Generating marina reports on slip occupancy, accounts payable, account receivable, banking, and marina maintenance for the Board of Directors.

Customer Service:

Interfacing with building tenants, slip tenants, slip owners, liveboards, and transients, and resolving issues.

Communicating changes in policy and procedures to tenants and owners.

SKILLS AND KNOWLEDGE:

Have an excellent customer service attitude and excellent people skills.

Possess experience and skills necessary to provide leadership and directions to employees.

Have good communication skills and be able to make presentations to small and large groups.

Be adept at using marina administrative and financial software programs.

Have experience in generating a budget and working within that budget

Be familiar with Marina waste handling systems

Have working experience in marina repairs including fluids systems, electrical systems, mechanical systems, dock systems.

Have knowledge about maintaining building structures both internally and externally.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum of 3 years as a dock master or marina manager, or equivalent maritime experience.

Successful completion of marina manager certification from a marina manager training program, or equivalent training on active duty in the U.S. Navy, U.S. Coast Guard, or U.S. Merchant Marine.

U.S. military veterans will receive preference.

Please send cover letter and resume to: Board of Directors, Winslow Wharf Marina, 141 Parfitt Way SW, Bainbridge Island, WA 98110

or email cover letter and resume as attachments to: dave@winslowwharfmarina.com