

Port of Brownsville
Position and Job Description
Job Title: Marina Attendant / General Helper

Supervisor

This position reports directly to and receives work assignments from the Assistant Port Manager Maintenance Supervisor. The Port Manager retains authority for administration of leave, work shift assignments, and other administrative supervisory duties.

Duties and Responsibilities

This is a seasonal position usually starting around 1 May and ending 30 September. This position is under the direction of the Assistant Port Manager / Maintenance Supervisor or his designated representative. Seasonal employees shall:

- A. Operate the fuel facility, account for sales and have complete knowledge of all rules and regulations including hazardous substance spills and management.
- B. Operate cash register, make and account for cash and credit card sales transactions.
- C. Assign moorage space for Guest Boaters, calculate moorage fees, collect and account for fees received both at the fuel dock and in the office.
- D. Provide assistance to Port maintenance personnel when necessary.
- E. When training and/or experience allows: Operate Port vehicles, Port boat, machinery, power tools and other equipment. (i.e. lawn tractors, push mowers, electric vehicles.)
- F. Assist in dock and grounds maintenance and cleanliness.
- G. Assist with general inspection and upkeep of grounds maintenance equipment.
- H. Assist with inventory control and procurement of grounds maintenance supplies and equipment.
- I. Be responsible for routine and deep cleaning of Bathrooms, Office, Fire Hall and Workshop.
- J. Be able to communicate both orally and in writing.
- K. Be able to lift 60 pounds to waist level and carry up to 40 pounds for short distances.
- L. Be able to work without supervision.
- M. Accomplish other duties as assigned.

Hours

This is a rotating shift position, including weekends and holidays between the hours of 8:00 AM to 8:00 PM. Employees shall work the hours and times as established by the Port Manager.