

**CITY OF CLINTON
PARKS AND RECREATION DEPARTMENT
MARINA SUPERVISOR
JOB DESCRIPTION**

JOB SUMMARY:

Under the general supervision of the Parks and Recreation Director, the Marina Supervisor is a Permanent-Part-Time non-exempt position under the FLSA. This is a professional position involving the planning, organizing, coordinating, directing and/or supervising of the Marina and RV Campground. Work involves supervising and directing the work of temporary/seasonal, part-time and volunteer staff involved in maintaining the Marina and RV Campground operations and the associated facilities.

ESSENTIAL JOB DUTIES:

(This list is not absolute or restrictive but indicates approximate duties and responsibilities that may be redefined pursuant to operational needs.)

- Capacity to create a work environment with a service focus.
- Capacity to create a work environment for strategic thinking/problem resolution.
- Capacity to take ownership of work process and accountability of results.
- Planning and implementation of the Marina and RV Campground operations.
- Facilitate the usage of fuel docks, boat slips, including wet slip contracts, winter storage, waiting lists and boater relations.
- Supervise and participate in the planning, maintenance and upkeep of facilities and equipment.
- Delegate and supervise work schedules and duties to other Marina and RV Campground personnel.
- Make necessary purchases, including equipment and supplies, fuel, merchandise, and concession items for resale within the established City Purchasing Policy. This includes keeping inventory of said items.
- Maintain Fuel Pumps in working order including monthly testing as required by State.
- Attend periodic meetings as required for Marina Recommendations Committee, Parks & Rec. Advisory Board, and staff meetings.
- Recruits, selects, and trains seasonal and part-time personnel.
- Assists in preparing and management of the Marina operations budget.
- Provides inventory and supply control for equipment, supplies and materials.
- Prepares records and reports pertaining to assigned Marina &RV Campground program areas, including daily deposits and reconciliation.
- Coordinate with the Iowa DNR, Corps of Engineers, and local officials on regulations pertaining to river usage and program operations.
- Keep the Clinton Marina relevant and competitive with its pricing as compared to similar Marina's in the surrounding communities/areas.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of computers and electronic data processing, including familiarity with Microsoft Office programs
- Basic knowledge of budgeting concepts
- Customer service minded
- Thorough knowledge of sound environmental maintenance management practices
- Thorough knowledge of the methods, materials and tools and equipment used in Marina maintenance such as the fuel pumps, docks, safety equipment and the like.
- Thorough knowledge of laws, regulations, and ordinances governing area of assignment

- Demonstrated leadership and supervisory skills
- Excellent communication skills, including written and oral
- Ability to work under pressure with interruptions and deadlines.
- Ability to establish and maintain effective working relationships. Ability to effectively communicate, interact courteously with the public. Ability to comprehend and apply technical information.
- Ability to perform job functions adhering to safety guidelines and policies set for by administration and/or supervisor.
- Ability to learn and utilize Department software systems, including but not limited to fueling software, POS and program software, fishing license generation, etc.

MINIMUM QUALIFICATIONS:

Two years of supervisory experience with a preference for Marina operations knowledge; or any equivalent combination of training and experience.

Must reside within a 20-mile radius of City Hall. This residency requirement is a condition of employment with the City of Clinton. Must be a non-user of tobacco products and compliant with the Smoke Free Air Act. The candidate must also be able to pass a criminal background check and have a valid driver's license and comply with the City's Motor Vehicle Policy. Must obtain Fuel Dock Certification within 3 months of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This includes the ability to work around water in a river setting, and on occasion this position may experience slight rocking of the docks caused by waves. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand, walk, talk or hear, sit, stoop, kneel, crouch, crawl and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance.

This position spends a significant portion of time outdoors with exposure to variable weather conditions including extreme heat on occasion. This position also spends a moderate portion of time in an environment with exposure to fuel, noise, moving machinery and chemicals.

Signature/Approval

Employee

Date

Department Director

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

As of 08/11/2025