



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: **MARINA AGENT I - III**

DEFINITION: Under general supervision, performs a variety of marina-related duties.

REPORTS TO: Marina Supervisor

DISTINGUISHING CHARACTERISTICS:

Grade Level I - receives training on marina-related duties and performs the entry-level duties of the classification.

Grade Level II - performs the journey-level duties of the classification.

Grade Level III - performs the more complex duties of the classification that includes slip permit processing.

EXAMPLES OF DUTIES:

The duties of the classification may include, but are not limited to, the duties listed below.

- Types and files forms, memorandums, and correspondence;
- Provides assistance and information to marina customers both in person and by telephone;
- Performs marina-related inspections and boat checks;
- Performs boat measurement and appearance inspections;
- Performs scheduled boat checks, seaworthiness boat checks and improvement verifications;
- Monitors dock conditions;
- Performs checks of seawall and other dock infrastructure;
- Assists with special events preparation and coordination;
- Performs impound and auction-related activities;
- Interprets, applies and explains policies, regulations, codes and procedures relating to slips, moorings and dock structures;
- Coordinates summer youth, general relief workers and other special programs; Assists in implementing marketing efforts;
- Assigns space for visiting vessels and collects fees form owners;
- Calculates and collects fees;
- Responsible for physical assets in the marina using computerized inventory system;
- Operates marina equipment such as small water craft, hoists, pump-outs, etc;
- Handles issues/inquiries concerning marina slips and permits;
- May supervise the application for, processing of and cancellation of permits for marina slips and structures;

MARINA AGENT I-III (continued)

- May maintain waiting and transfer lists for slips as well as complete and accurate records and information relating to permits, fees, inspections and codes;
- May assist in the supervision, assignment and training of clerical personnel and Marina Agents;
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Recent paid experience in a marine or related position, preferably with a municipality that included exposure to marina operations or similar activities;

Ability to communicate tactfully and effectively, both orally and in writing with the public and others;

Familiarity with computers, computer input and/or typing skills;

Willingness to work shifts, nights, weekends and holidays as necessary, and to respond to emergency call-backs;

A valid California motor vehicle operator's license may be required for some positions.

HISTORY:

Established: 10/01/96

Consolidated with Marine Slip Permit Agent: 04/16/97

Approval/Adoption Dates: 04/01/97 - Human Resources Department
04/16/97 - Civil Service Commission