



## **JOB DESCRIPTION**

# Dock Operations Coordinator

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### **General description:**

Appointed by the Board<sup>1</sup> and reporting to the Rear Commodore, this position is responsible for routine maintenance and operational management of the Club's marina.

### **Specific responsibilities include:**

1. First point of contact for members regarding safety concerns or other concerns with the condition or use of the docks
2. Carry out minor, routine maintenance as needed, including safety concerns identified by the Safety Officer
3. Assign and oversee routine maintenance tasks performed by other members (e.g. seasonal water shut off, flags, speed buoys, anodes).
4. Oversee marina use by members and approved outside users, with respect to scheduling, safety, security, care and cleanup;
5. Participate as a member of the Foreshore Committee; and
6. Other functions and tasks within the above general scope of responsibilities, as assigned by the Rear Commodore.

**Comments:** this is a key support position for the Rear Commodore, whose direct responsibility for the Club's foreshore includes overall leadership of facilities development and maintenance, including: the Foreshore Committee, long term planning, annual budgeting for facility maintenance, semi-annual work parties, and significant maintenance upgrade projects.

**Anticipated time demands (after initial familiarization period):** average two hours per week over the year.

Date adopted by the Board of Directors: January 8, 2013

Date of last review \_\_\_\_\_

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<sup>1</sup> **All Board-appointed positions are for one year terms, renewable annually on the recommendation of the Board member responsible for the position.**