

Erie Yacht Club Job Descriptions

I. Position:

Fuel Dock Attendant

II. Related Titles:

Gas Dock Attendant
Harbor Attendant

III. Job Summary:

Performs all duties and services required of harbor personnel in a safe, courteous, efficient and professional manner at all times.

IV. Job Tasks:

1. Provides assistance to members and guests in getting underway and mooring their boats in etiquette of good seamanship.
2. Provides all services available in normal operation of the harbor according to procedures prescribed by Harbor Master.
3. Provides all services including holding tank pump outs, fueling and sale of merchandise.
4. Continually observes, monitors and operates of Fuel Dock in safe manner.
5. Maintains the cleanliness of the entire harbor area including:
 - a. Rubbish pick up from all areas.
 - b. Daily removal of seaweed and other debris from the harbor water.
 - c. General policing of grounds and harbor.
6. Continually observes boat traffic in harbor assistance them in to the dock and challenging non-menders and directing them to leave the harbor.
7. Keep fueling dock area clear of non-fueling boats.
8. Reports any misconduct of members, guests or crew members taking place in the harbor areas or club grounds.
9. Maintains the fuels dock building and sounding areas in a neat, clean and orderly condition at all times.
10. Operates the ship-to-shore radio equipment in accordance with rules and procedures set forth by the federal Communications Commission.
11. Check for open slips for the day, make note of any danger or damages to Dock slips and report it to Harbor Master.
12. Provide and maintain a Shuttle Service.
13. Performs any other tasks deemed necessary by the Assistant Harbor Master or Harbor Master.

V. Reports to:

Harbor Master

VI. Supervises:

No supervisory duties are included in this position.