

**JOB TITLE: DOCK ATTENDANT I**

**JOB GROUPING: 9-443A**

**Location: Chicago**  
**Department: Harbors**

**Job Status: Non-exempt/Seasonal**

**JOB SUMMARY**

Under the supervision of the Dock Master, provides immediate assistance to customers arriving at the docks and performs a range of customer service duties in a safe, courteous and efficient and professional manner.

**DUTIES AND RESPONSIBILITIES**

- May collect ramp and/ or parking fees following established company procedures.
- Assists boaters while mooring/departing harbors.
- Reads meters and audits dock boxes. Completes appropriate paperwork verifying information.
- Routinely participates in clean-up activities at harbor and adjoining areas to include the Harbor Master office and docks.
- Dispenses fuel as required following all established guidelines.
- May assist Dockmaster in dock check list duties.
- Cleans and maintains workboats as required.
- Routinely monitors property for safety and cleanliness.
- May be required to perform other related duties as assigned.

**QUALIFICATIONS**

**TRAINING AND EXPERIENCE:**

Strong preference will be given to candidates with previous customer service experience in a marine environment. Previous boating experience is preferred.

**EDUCATION:**

High School Diploma or equivalent or evidence of current enrollment.

**SKILLS AND ABILITIES**

Comfortable working around the water. Must be able to swim. Must be able to work in a team environment and support Company objectives. Basic math computation skills. Ability to accurately count change. Knowledge of watercraft is preferred. Must have the ability to work outside in all weather conditions. Ability to work varied hours/days, including nights, weekends and holidays as required.

**WAGE RATE PER APPENDIX B-3**