



Announcement No. 25.013

April 7, 2025

Seasonal Marina Maintenance Duncan L. Clinch Marina

Duncan L. Clinch Marina is seeking reliable, detail-oriented individuals to join our team for the upcoming boating season. Successful candidates will demonstrate a strong work ethic, the ability to work independently, and take pride in keeping our marina clean and welcoming for boaters and guests. This position is ideal for someone who enjoys working outdoors and is comfortable performing routine custodial tasks throughout the day.

Under the general supervision of the Dockmaster, the Marina Maintenance team is responsible for maintaining the overall cleanliness of the facility and ensuring that public areas are presentable and well-kept at all times.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Must be at least 18 years of age
- Must have a valid State of Michigan driver's license
- Ability to work outdoors in various weather conditions
- Ability to perform physical tasks such as walking, bending, lifting, and reaching throughout the shift
- Maintain cleanliness of marina grounds and public areas
- Regularly pick up trash and debris from docks, parking lots, and landscaped areas
- Knock down spider webs and remove bird waste from docks and railings
- Clean and stock restrooms as needed
- Maintain a daily log sheet of duties performed
- Communicate effectively with staff, boaters, and the public
- Use good judgment, initiative, and resourcefulness when working independently
- Perform other duties as assigned by the Dockmaster

Position Details:

- This is a seasonal position (generally May through October).
- Hourly wage range is \$15.00 - \$20.00 DOQ
- We plan to hire two candidates. One position will work Friday through Tuesday, 8:00 AM to 4:00 PM, with Wednesdays and Thursdays off. The other position will work Wednesdays and Thursdays from 8:00 AM to 4:00 PM, and Fridays from 12:00 PM to 8:00 PM.

TO BE CONSIDERED CANDIDATES MUST SUBMIT A COMPLETED APPLICATION to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to citypers@traversecitymi.gov. Applications can be found at www.traversecitymi.gov/jobs/