

Announcement No. 23.011

May 16, 2023

Seasonal Marina Security

Duncan L. Clinch Marina

Successful candidates will possess excellent communication skills both in person and in writing. They will bring a high level of energy to the position and will be adept at managing multiple tasks effectively. Must be able to learn and leverage new skills quickly in a fast paced environment. Good people skills are necessary as demonstrated by a “can-do” attitude, consistent good judgment, superior problem solving skills, and an even temperament. The Marina Security Officer position is a civilian, non-sworn security position.

Under the general supervision of the Dockmaster. Hourly patrol and inspection of certain areas and items. Overall security of Marina, boats and vehicles

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
- ✓ CPR/AED certification must be completed within 30 days of hire
- ✓ Police Reserve or Criminal Justice education a plus but not required
- ✓ Escort Dock Attendants while making nightly cash box deposit
- ✓ Check all doors to Marina buildings to make sure they are locked
- ✓ Close entrance gate at 10:00 PM
- ✓ Enforce quiet hours after 10:00 PM
- ✓ Recognize security and/or safety problems.
- ✓ React effectively in emergency situations
- ✓ Conduct boat inventory while patrolling all docks and break walls
- ✓ Maintain a daily log sheet
- ✓ Patrol Boardman River slips and at least twice during each shift
- ✓ Report criminal activity to Police
- ✓ Monitor Harbormaster Building use, boaters only
- ✓ Patrol parking areas for illegally parked vehicles
- ✓ Be available to assist boaters if a situation should occur
- ✓ Report all vandalism, lights out, problem boaters etc. to the Dockmaster
- ✓ Be visible to the public as much as possible
- ✓ Perform other duties as assigned by Dockmaster
- ✓ Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when interacting with residents, elected officials and other employees.

Position requires week-end shifts and evening shifts (9:00 PM – 5:00 AM). Hours will vary based on scheduling needs of the operation. This is a seasonal position (generally May through October). The wage range is \$18.00 - \$22.00 depending of qualifications.

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@traverscitymi.gov.

Traverse City is an Equal Opportunity Employer