



Town of Occoquan, Virginia

Job Description

314 Mill Street, Occoquan, VA 22125

www.occoquanva.gov

Position: Dock master	Salary: \$5,800 Seasonal
Department: PARKS AND EVENTS	Work Schedule: 20 hours per week, regular office hours,
Position Type: Seasonal, PT	

Under general supervision, performs highly professional dock maintenance work and communicates dock regulations for all parties using it, for the Town of Occoquan. This is a newly created position assumes the duties listed below. Reports to the Town Manager.

ESSENTIAL JOB FUNCTIONS

- Provides the highest level of customer and guest services by connecting and monitoring utility services (power and water).
- Carries out routine cleaning duties that meet Town quality standards.
- Assists the Town Maintenance Supervisor in maintenance related duties such as replacing dock boards, repairing dock lights, or clearing trash cans on the dock.
- Provides general security and supports dock rules and assist Town Police in their security related efforts; reports disturbances in dock area to superiors and maintains general vigilance.

Work Environment/Physical Demands

While performing the duties of this role, the employee

- Is regularly exposed to outdoor weather conditions
- Is frequently exposed to work near moving mechanical parts
- May work near or around toxic or caustic chemicals while wearing proper personal protection equipment and following strict company safety standards
- Is occasionally exposed to risk of electrical shock
- Is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and smell
- Will regularly lift and /or move up to 45kgs
- Will require specific vision abilities required by this job include ability to adjust focus

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Town and Business Support

- A positive attitude combined with the ability to communicate fluently and relate well to customers in the leisure environment and the ability to manage and motivate staff
- Commercial awareness and an eye for detail in all aspects of work
- High standards of presentation and accuracy in written work
- Proficient swimmer

- Full driving license

ADDITIONAL JOB FUNCTIONS

- Performs duties required of the Town Manager.
- Attends and presents at Town Council meetings and other board and community meetings as needed.
- Maintains a regular schedule know
- Provides reports and/or updates to the Town Manager and/or Town Council regarding department activities and programs.
- Prepares letters, reports, and other communications as required.
- Must be available and onsite during Holiday weekends; over the summer months.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Problem Solving – Identifies problems and reports them to immediate supervisor in a timely manner; Gathers information and passes through to immediate supervisor; Put forward alternative solutions; Works well in a group problem solving situations; Uses reason even when dealing with emotional topics.
- Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrate group presentation skills; Participate in meetings.
- Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potential unsafe conditions; Uses equipment and materials properly.

MINIUMUM TRAINING AND EXPERIENCE

- High school diploma or general education degree (GED).
- One to two years related experience and/or training; or
- Equivalent combination of education and experience

POSITION SPECIFICS

Position Type: Part Time, Exempt

Salary: \$5,800 Seasonal

Benefits: Partial benefits

Job Category: Parks and Events

Job Location: Occoquan, VA

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Town of Occoquan is an Equal Opportunity Employer (EOE) and is fully committed to the principles of equal employment opportunity. The Town maintains and promotes equal opportunity for all employees and applicants for employment in accordance with relevant state and federal laws. The Town will not discriminate on the basis of race, color, religion, sex, national origin, age, or physical or mental disability unrelated to the ability to perform the essential functions of the position.