

# **IRON COUNTY**

## **POSITION DESCRIPTION**

**POSITION:** SAXON HARBOR MARINA / CAMPGROUND ATTENDANT

**DEPARTMENT:** FORESTRY DEPARTMENT

**LOCATION:** Iron County Forestry Department

**REPORTS TO:** Forest Administrator

---

### **Purpose of Position:**

Position assists the County Forest Administrator in the management of the Saxon Harbor Marina and Campground.

### **Minimum Qualifications:**

1. The successful candidate will have a minimum of a High School Diploma or equivalent. Experience with marina management and /or campground management is preferred but will train the right individual.
2. Must possess a valid Driver's License, or be able to obtain one upon employment.
3. Ability to communicate effectively, both verbally, and in writing, and to interact with people effectively.
4. Must be capable of performing vigorous outdoor work in adverse weather conditions.
5. Ability to lift and carry up to 50 pounds.
6. Ability to work productively with minimal supervision and exercise independent judgement.

### **Knowledge, Skills, and Abilities:**

1. Training or experience in day-to-day operation and maintenance of a marina and/or campground preferred.
2. Working knowledge of word processing, spreadsheet, database, email and presentation software (Microsoft Office) and other web-based applications.
3. Training and /or experience operating and maintaining power tools and small equipment such as leaf blowers, trimmers, tractors and all-terrain vehicles.
4. Training or experience in building construction techniques, installation and repair of simple plumbing fixtures, installation and repair of basic electrical wiring and fixtures.
5. Ability to change, problem-solve, and analytically think.
6. Ability to interact with diverse public groups, State, Federal, and local governmental agencies and a diverse work force in an effective, collaborative manner.
7. Ability to express a positive attitude and exercise good judgement, integrity, and tact

when dealing with the public, co-workers, or partnering agencies.

**Essential Duties and Responsibilities:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**Saxon Harbor Marina Operations – 45%**

1. Complete Wisconsin Clean Marina Program and training aids.
2. Assist with management of day-to-day operations within the marina.
3. Complete fuel dispensing training and practices.
4. Assist with reservations and check-ins for transient boaters.
5. Maintain records of boats docked within the marina.
6. Perform grounds maintenance in and around the marina including, but not limited to, mowing, trimming, sweeping, and general maintenance of bioretention ponds and strips.
7. Perform light maintenance of electrical and plumbing systems, if necessary.
8. Assist with boat lift operations as needed.
9. Represent the Iron County Forestry Department to the general public, day users, and marina visitors, as directed by the Forest Administrator.

**Saxon Harbor Campground Operations – 45%**

1. Assist with management of day-to-day operations within the campground.
2. Assist with reservations and check-ins for campers.
3. Maintain records of campers within the campground areas.
4. Perform grounds maintenance in and around the campground including, but not limited to, mowing, trimming, sweeping, and general maintenance of bioretention ponds and strips.
5. Perform light maintenance of electrical and plumbing systems, if necessary.
6. Assist in assessment of damage caused to parks and harbors, whether caused by natural elements or humans; advise Forest Administrator of resources and supplies necessary to complete emergency work and make every effort to complete emergency work.
7. Represent the Iron County Forestry Department to the general public, campground users, and visitors, as directed by the Forest Administrator.

**Other Duties – 10%:**

1. Perform general maintenance at other County Parks as needed.
2. Assist with other department projects when additional personnel are temporarily needed to complete them.
3. Attend training sessions and professional meetings as approved by Forest Administrator.
4. Other duties as assigned by Forest Administrator or Forestry Committee.

Iron County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.