



# Dillon Marina

## Dillon, Colorado 9017'

### **Service Technician/Mechanic**

#### **Job Description**

**\$16.50/hour DOE**

#### **Mission**

To provide technical and mechanical support of the marina rental fleet, customer work orders and marina infrastructure.

#### **Overview**

The Marina Service Technician coordinates and conducts daily operations of the marina service department as directed by the marina management team. Responsible for effectively operating heavy and light equipment in and around the Dillon Marina. This is a physically demanding position requiring the use of hand and power tools and manual labor.

**Responsible to:** Marina Director, Office Manager and Operations Manager

#### **Qualifications**

- Must have a high school diploma or GED equivalent. Additional coursework from a trade or technical school is preferred.
- Valid Driver's License with an acceptable driving record is required.
- At least three years of experience operating motorized vehicles and equipment required.
- Minimum of six months of mechanical and maintenance skills required.
- CPR/AED and First Aid Certification is required. Annual training provided.
- Experience with the Microsoft Office suite, office equipment and procedures.
- Knowledge of general boat handling, mooring and docking practices applicable to the operation is preferred.
- Minimum of six months of working knowledge of marine electrical systems, fuel systems, trouble shooting, repairs and schematic evaluations of all marine diesel engines, outboards, inboard engines and inboard/outboard engines preferred.
- Knowledge of all marine equipment, drive systems, steering and marine accessories, such as electronics and hardware preferred.
- Working knowledge of wood, fiberglass repair and marine painting applications preferred.
- Excellent oral and written skills in English required.
- Ability to safely operate trailers, tractors, trucks, front end loader, skid steer, hand and power tools.
- Must be at least 21 years of age.
- Must be able to swim.
- Must be comfortable with heights.

- Must be detail orientated, have creative problem solving skills, have mechanical aptitude and skills, and maintain a positive work attitude when challenged.

## **Physical Requirements**

- Must be able to work indoors and outside in all weather conditions.
- High Risk – Possible contact with various chemicals. Exposure to sun, heat, cold, dust, precipitation, fuel, oil, grease, other conditions and chemicals commonly found in a marine environment.
- Must be capable of operating a variety of equipment, hand & power tools normally found in marina operations. Must be capable of safely maneuvering all vehicles, vessels, and equipment.

## **Responsibilities**

- Repairs and services guests and marina's boats in accordance to service work order system as well as any other equipment when necessary.
- Completes billing for each job on a daily basis and submits completed work orders to the office for processing.
- Assists the Operations Manager in maintaining an inventory of parts, accessories, materials and tools for re-occurring service requirements. Special order other items as needed from suppliers.
- Maintain a perpetual merchandise inventory and prepare monthly inventory statements for accounting.
- Assists in preparing budget projections and operating within the budget. Keep daily logs as required to track labor, expenses and revenues.
- Stays up to date with knowledge of current marine suppliers, parts, and accessories. Update catalog files from suppliers on a timely basis.
- Conducts preventative maintenance on all marina equipment, docks, vehicles, vessels, tools, and buildings on a daily, monthly, quarterly or yearly basis and maintains current records for insurance.
- Follows and enforces safety practices, operating rules and regulations at all times. Reports unsafe conditions to management in a timely manner.
- Responsible for the safety of self, others, materials, and equipment.
- Delivers exceptional guest service to all guests at the Dillon Marina.
- Adheres to all Town of Dillon and marina policies and procedures.
- Works in a team-based environment supporting the marina, the Town of Dillon, and the initiatives of the Director and Managers.
- Ability to function and make good decisions in the absence of a supervisor.
- Communicates in a professional, courteous and timely manner both verbally and written when dealing with Town of Dillon Employees, citizens, customers and vendors.
- Provide support to all other marina departments as needed and as assigned by marina management.