

Position: Dockhand  
Reports To: Dockmaster  
Position: Seasonal  
Pay: D.O.E



### **Summary:**

Responsible for the safe mooring of vessels and general operations of the docks by facilitating and assisting in coordinating the arrival and departure of vessels, maintaining a safe and clean environment and acting as the initial liaison between customers and the marina management team.

### **Essential duties and responsibilities:**

- Perform daily dock check list.
- Welcome new slip holders and/or transients in a manner which expresses a kind, courteous and professional character.
- Maintain and clean rest rooms, docks, walkways, ramp ways, grounds, equipment and other areas designated by the Dock Master.
- Maintain an inventory of supplies as needed.
- Ensure docks, equipment and facilities are operational at all times.
- Assist and support special events/activities taking place at the marina.
- Inspect docked vessels such as dock lines, electrical cords, Comcast cable connections and fenders to ensure safety.
- Perform daily trash removal (morning and evening trash) and dispose of as directed.
- Maintain the daily operation of the sewage pumping system.
- Perform electrical meter readings at slip pedestals and report readings.
- Insure that no slip holder installs, secures or attaches items to the pier, bulkhead, light poles, pedestals or any other areas which are the property of the marina without written consent to do so
- Perform marina safety inspections including, but not limited to the following:
  - Wood slat inspections
  - Concrete inspections
  - Light pole inspections
- Vessel inspections consisting of vessel stability, frayed lines, electrical cords and Comcast connections.
- Life ring inspection
- Report any notice of a “sheen” in the water immediately.
- Immediately notify the appropriate party if fuel is observed either visually or by smell.
- Other duties as assigned.

For more information or to apply, please email Kelley Poe at [kpoe@charlestonharborresort.com](mailto:kpoe@charlestonharborresort.com).