



Position Title: Parks & Marina Supervisor

General Purpose: Assist the Parks & Marina Manager with staff supervision and the maintenance, appearance, safety, and operations of the marina and its facilities.

Reports to: Parks & Marina Manager

Direct Reports: As assigned

Essential Duties:

- Assist the Parks & Marina Manager with achieving set goals for the overall safety, appearance, and maintenance of LVPOA marina properties and facilities.
- Assist with prioritizing department work duties for efficiency and cost savings.
- Be a creative problem solver, attentive to details, and make analytical decisions.
- Supervise and/or participate in maintaining marina appearance including dock cleanliness, trash removal, signage, lighting, and overall cleanliness and presentation of marina facilities.
- Oversee and assist with marina maintenance including replacing worn materials and lighting, adjusting winches on docks, inspecting and repairing dock hardware, and other marina projects as assigned.
- Responsible for assisting with marina anchoring, dock positioning, and relocation.
- Perform and teach repair tasks including minor plumbing, carpentry, minor electrical, painting, motorized gates, general services, and cleanup.
- Perform preventative maintenance, organization, and routine inspections of boats, marine equipment, machinery, tools, and marina facilities.
- Assist with oversight and coordination of hired contractors performing work at the marina.
- May operate vehicles, boats, backhoe, skid steer, or other equipment with appropriate certification/license or upon completion of on-the-job training.
- Respond to on-call or emergency duties as may be assigned.
- Communicate rules, policies, and guidelines to staff, members, and the public.
- Assume the responsibilities of the Parks & Marina Manager in their absence, serving as the point of contact for staff, Members, and operational decisions.
- Performs such other duties as may be assigned.

Knowledge of: Proper use of manual and power tools, marine equipment and watercraft, docks and mooring systems, basic plumbing, electrical, and carpentry. Best practices in marina safety and waterfront facility maintenance.

Skill/Ability to: Troubleshoot basic repairs. Communicate effectively in English. Lead and work well with a team. Problem solve in a dynamic waterfront environment.

Minimum Requirements to Perform Work:

- High School diploma or equivalent.
- Minimum two (2) years of marina, waterfront, or marine facility maintenance experience.
- Minimum two (2) years of supervisory or management experience required.
- Demonstrated ability to lead, train, and evaluate a team.
- Texas driver's license Class C; clean drug screen.
- Preferred or willing to obtain: Open Water Diver certification, boating safety certification.
- Must be able to lift 50 pounds.
- Ability to work outdoors in all weather conditions.
- Must be able to respond to LVPOA location within forty-five minutes for emergency calls.