

## **Town of Eliot Job Description**

- Position:** Launch Ramp Attendant
- Responsible to:** Community Service Director
- Requirements:**
- Hours, to include Fridays, Weekends, and Holidays
  - A time sheet must be submitted weekly for all launch ramp hours worked
  - Staff shirt required to be worn at all times. Two shirts will be provided for you.
- Description:** Attendant will be responsible for the operation of the Boat Launch as detailed below.
- Duties:** **To Include, but not limited to**
- Collect fees in accordance with the established fee schedule.
  - Anyone with moorings should present attendants with a mooring permit issued by the Harbor Master and photo ID. This mooring permit must be for the boat the individual is looking to launch.
  - No fees shall be waived without the authorization of the Director, unless a boat is unable to launch.
  - Sell and record season launch passes.
  - Maintain records kept at the launch facility.
  - Direct vehicles and boats in and out of the ramp area in a manner that is organized and efficient.
  - Fill out deposit slip completely and include with daily deposits.
  - Daily Deposits should be placed in the ECSD Drop Box, located at Fire Station.
  - When cashing out keep small bills for the starting bank whenever possible.
  - Report all incidents, maintenance needs, vandalism and staff problems to the Community Service Director. All reports should be written out and a copy should be issued to the Director. Forms are provided.
  - Insure that the floats and launch area are free of all rubbish and/or debris. Garbage bags will be provided in launch shed and will be used for this trash only. Leave any trash in shed for Maintenance to pick up on Monday.
  - At the beginning of your shift accomplish all tasks outlined as “opening responsibilities”.
  - At the close of your shift accomplish all tasks outlined as “closing responsibilities.”
  - All hours should be logged on a time sheet.
  - At the close of your shift please put in the envelope provided your time sheet, the daily deposit, deposit form, and any other business to the ECSD Drop Box. The last person on shift for the weekend is to include the start up money with this envelope.
  - If an employee is ill and unable to work we will use a phone tree system. If the list is exhausted the last person should call the Director.
  - Other duties as assigned by the Community Service Director.