

The City of Lewes



Dock and Marina Seasonal Dock Master and Assistant Dockmaster

The **City of Lewes** is seeking applicants who are committed to public service excellence for vacant seasonal positions of **Dockmaster** and **Assistant Dockmaster**.

Dockmaster - Responsibilities include oversight, daily operations, and maintenance of the City dock facilities and marina. Greets and assists boaters, collects fees, completes related paperwork, and reconciles the transactions for submission to the Finance Department. Works under the supervision of the Parks and Marina Administrator. Must have customer service experience, experience with cash handling as well as the ability to use Microsoft Office products. Experience in boating and marina operations, as well as knowledge of local waterways required. \$17-\$20 per hour, depending on experience. Position works April through November, Monday through Friday, 8am to 4pm.

Assistant Dockmaster – Responsibilities include assisting the Dockmaster in the daily operation and maintenance of the City dock facilities and other assigned City properties, greets and assists boaters, collects fees, and other related work as required. Works under the general supervision of the Dockmaster. Must have customer service experience and ability to use Microsoft Office products. Experience in marina operations and knowledge of local waterways preferred. \$15.00 per hour. Position works May through September, Saturday through Tuesday, 8am to 4pm.

Employment is contingent upon pre-employment drug screening and background check. For more information, please contact Alison Kirk at (302)645-8809.

Applications are available on the City's website at www.ci.lewes.de.us and can be mailed to Lewes City Hall, PO Box 227, 114 E. Third Street, Lewes, DE 19958, or may be submitted via e-mail to hr@ci.lewes.de.us.

The City of Lewes is an Equal Opportunity Employer.