

## POSITION DESCRIPTION

TITLE: Seasonal Launch Operator

REPORTS TO: Director, Marina and Recreational Boating

COMPENSATION: Hourly, Seasonal

SEASON: May to October 2019

1. Function: Responsible for the safe operation of a 10 passenger launch throughout New Bedford Harbor, providing exceptional customer service, assisting boaters and maintaining a clean environment throughout the marina and harbor.
  
2. Specific Duties:
  - a. The safe operation of launch in New Bedford Harbor
  - b. Monitor a VHF radio and cell phone
  - c. Provide highest level of customer service
  - d. Assist transient boaters with reservations and process payments
  - e. Assist dock attendants at Pope's Island Marina when not operating launch
  - f. May be required to run pump-out vessel
  - g. Keep boats clean at all times
  - h. Must be able to work nights, weekends and holidays
  - i. Perform other duties as assigned
  - j. Must wear uniforms as provided
  
3. Skills & Knowledge:
  - a. Licensed boat operator (License must be larger than six pack)
  - b. Skilled boater
  - c. Pass a background check and a drug test
  - d. Excellent customer service skills
  - e. Professional appearance, strong communication skills and display strong work ethic
  - f. Display acceptable attendance and punctuality
  - g. Ability to operate a VHF radio and cell phone
  - h. Ability to work constructively and positively with fellow employees
  - i. Knowledge of New Bedford Harbor, Downtown New Bedford, and Fairhaven helpful

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Instructions for Applicants

Applicants should send a completed Application for Employment available at Pope's Island Marina or at [www.portofnewbedford.org](http://www.portofnewbedford.org) to:

Pope's Island Marina  
Director, Marina and Recreational Boating  
102 Pope's Island  
New Bedford, MA 02740

Interviews, reference checks and job related tests may be required. The position will remain open until filled. A CORI (Criminal Offender Record Investigation) review and a drug test will be conducted prior to selection. The HDC is an Equal Opportunity/Affirmative Action Employer.