

WARREN COUNTY PARK DISTRICT

# BOAT DOCK SUPERVISOR

INTERMITTENT POSITION

**LOCATION:** Armco Park, 1223 North State Route 741, Lebanon, OH 45036

**PAY:** Starting at \$15 per hour

**SCHEDULE:** Flexible and may include weekdays, weekends and holidays

## SUMMARY

Are you a positive, friendly, and customer-oriented individual who would love to help others enjoy the outdoors? If so, consider applying for the role of Boat Dock Supervisor with Warren County Park District!

The position based at the Armco Park Boat Dock. The Boat Dock Supervisor is a working supervisor position that is responsible for hiring, scheduling, and overseeing seasonal Boat Dock Attendants while also performing the functions of a Boat Dock Attendant who is responsible for Boat Dock rentals and sales. Please see the attached position description for details. This position reports to the Director of Guest Experience.

## HOW TO APPLY

Job descriptions and applications are available at [www.co.warren.oh.us/jobs](http://www.co.warren.oh.us/jobs) or at the Armco Park Office at 1223 North State Route 741, Lebanon, OH 45036, Mon – Fri 9am to 4pm. **Email completed applications to [parks@co.warren.oh.us](mailto:parks@co.warren.oh.us)** or drop off during office hours. Applicants must be at least 18 years of age. Positions are subject to a post-offer drug screen & background check. Warren County Park District is an Equal Opportunity Employer. Position open until filled.



1223 NORTH STATE ROUTE 741  
LEBANON, OH 45036  
(513) 695-3980  
[parks@co.warren.oh.us](mailto:parks@co.warren.oh.us)

Warren County  
**PARK DISTRICT**  
 Enjoy. Play. Preserve.

## POSITION DESCRIPTION

### Boat Dock Supervisor

Reports To: Guest Experience Director      Status: Intermittent, Year-Round  
(29 hours/week maximum,  
Schedule varies by season)

Reporting Location: Armco Park Boat Dock  
1223 North State Route 741  
Lebanon, OH 45036      Compensation: Starting at \$15 per hour

Revision Date: January 3, 2024 - ML

#### **Position Goal:**

Provide excellent customer service while maintaining efficient Boat Dock operations both through direct work and effective supervision of other Boat Dock employees.

#### **Characteristic Duties and Responsibilities – Essential Functions:**

- Acts as a working supervisor, performing the duties of a Boat Dock Attendant while scheduling and supervising the work of other Boat Dock Attendants.
- Performs supervisory duties including scheduling, training, assigning work, directing and coordinating staff, providing consistent and frequent feedback, and conducting annual performance evaluations. Makes recommendations to the Guest Experience Director regarding hiring, promotion/demotion, and disciplinary actions.
- Tracks inventory and notifies appropriate staff when orders need to be placed to maintain adequate supplies of concessions items.
- Rents watercraft and related equipment, assists with getting boats ready for guests, helps guests in and out of boats, cleans boats, hauls boats, handles and sells live bait, empties trash cans, sells fishing and/or launch permits, and sells concessions items.
- Tracks sales, uses cash register, issues receipts, makes change and handles cash and other payments accurately. Assists with inventory as assigned, answers the telephone using proper telephone etiquette, takes and conveys messages and handles routine requests for information as instructed.
- Prepares and maintains clean exterior and interior facilities in and around the Boat Dock for use by customers and the public.
- Uses boat to assist guests on the water in the event of mechanical failure or other issue.
- Educates park customers about park rules when needed. Reports persistent noncompliance to supervisor or Sheriff Department as appropriate.
- Assists with public programming and special events as assigned. Assists with related duties on a temporary basis in other areas of the park as assigned.

WARREN COUNTY PARK DISTRICT  
POSITION DESCRIPTION  
BOAT DOCK SUPERVISOR

- Maintains accurate records of tasks performed including, but not limited to, inventories, time sheets, equipment usage, etc.
- Follows Park District policies, as applicable, and requires subordinates to do the same.
- Performs other duties as apparent or assigned.

**Required Knowledge, Skills, and Abilities:**

- Ability to work unsupervised, to organize and coordinate, to prioritize and self-initiate.
- Ability to communicate effectively, orally and in writing.
- Ability to train subordinates to carry out their job responsibilities.
- Ability to operate a cash register to track and accurately handle payments and make change.
- Ability to maintain confidentiality on sensitive issues/non-public records and require the same of subordinates.
- Ability to maintain a professional, cooperative working relationship with other staff members, volunteers, and the staff of other agencies, and require the same of subordinates.
- Ability to meet and deal with the public in a professional, helpful, and pleasant manner, always acting as a goodwill ambassador for the Park District, and require the same of subordinates.
- Ability to effectively, efficiently, and safely complete assigned tasks in a timely manner.
- Competent working knowledge of applicable Ohio statutes relative to the sale and handling of alcoholic beverages.

**Required Education and Experience:**

- High School Diploma or equivalent.
- 18 years of age or older (due to beer sales).
- Basic computer and software competency, which includes use of email, spreadsheets, and word processing.
- Good character with no history of serious criminal activity (felony convictions).
- Retail cash handling experience.
- General knowledge of fishing, boating, and water safety.

**Preferred Additional Education and Experience:**

- Supervisory and/or management experience.
- Experience working in a park agency or similar setting.

**Work Environment & Schedule:**

Employment in this position is intermittent, with work hours scheduled as needed, not to exceed 29 hours per week. More hours are anticipated during the Boat Dock season, generally April 1 – October 31, and fewer hours are anticipated out of season (November 1 – March 31), which will include several weeks with no hours scheduled. Work may include evenings, weekends, and holidays. This position must be available and willing to work a flexible work schedule. Ability to work in all outside weather

WARREN COUNT PARK DISTRICT  
POSITION DESCRIPTION  
BOAT DOCK SUPERVISOR

conditions; wet and/or humid conditions, extreme cold (below 32 F degrees) and extreme heat (above 90 F degrees). Ability to work around various outdoor contaminants and airborne and plant allergens. Some work assignments and tasks will require exposure to and work in inclement weather conditions.

**Physical Demands:**

General good health and ability to perform the essential functions of this job. While performing the duties of this job, the employee may be required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear. The employee will regularly lift and/or move up to 50 pounds (i.e. kayaks, paddle boards, batteries, fishing boats). Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. Ability to effectively and efficiently traverse improved (paved) and unimproved (natural) surfaces indoors and outdoors is also required.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to Chief Executive Officer approval.