



## **Tahoe Donner Association Job Description**

**Job Title:** Boat Launch Monitor  
**Job Number:** 089  
**Department:** Marina  
**Reports to:** Marina Manager  
**Class Code:** 9016  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 11  
**Pay Range:** \$12.80-\$16.72 per hour  
**File Name:** Boat Launch Monitor.doc  
**Prepared Date:** 4/25/16, updated 3/16/17

### **SUMMARY**

Under the direction of the Marina Manager, the Boat Launch Monitor is responsible for safety and management of the boat launch and water line area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provide excellent customer service to customers, members, employees and business partners.

Maintain the launch by directing traffic on to the launch, and from the launch to the parking lot. Keep members and guests in the walkway area and not in the way of vehicle traffic.

Maintain a working knowledge of Marina rules, regulations, and policies, including those pertaining to: parking lot, equipment rentals, the waterline, the docks, the beach, the boat ramp, and the swimming areas, and enforce the rules accordingly.

Maintain a working knowledge of the Association rules and enforce them accordingly, including checking member passes, proof of invasive species inspection and proof of boat registration on file with Tahoe Donner named as additionally insured in order to use the launch.

Provide excellent customer service including fielding complaints, addressing customer problems and concerns.

Keep the launch and water line free of debris. Instruct members and employees who may access the water and who must wait. Keep the line of trailer traffic moving and instruct those waiting to prepare the vessel to launch. Assist any member by moving a kayak or sup to or from their vehicle.

May be required to provide guidance and training to other Marina employees.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Beach launch monitor, three to four years of related experience and/or training in the customer service industry; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to remain stationary; move ; use hands to finger, handle, or feel; and communicate . The employee frequently is required to remain stationary and reach with hands and arms. The employee is occasionally required to ascend or descend or balance; position self to stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

/\_\_\_\_\_  
DATE