

February 12, 2021

Position Title - Yard Manager

Reports to – Rear Commodore

Position Summary:

The Yard Manager position at the Jubilee Yacht Club is the face of the waterfront operations. Reporting to the Rear Commodore, the position is responsible for management and safe conduct of all yard operations. We are looking for someone who is extremely customer service oriented, while at the same time very experienced with marina operations, including all associated equipment use and maintenance. This position is part time/ seasonal, however for the right candidate employment dates may vary.

Duties and responsibilities:

- Manage yard crew daily, create seasonal schedules, maintain budget and insure safe working environment at all time for employees and members.
- Safely operate 25 ton travel lift, fork truck, hydraulic trailer, 3 ton hoist, mobile crane, USCG certified launch, fuel dispensers, and other equipment as needed.
- Train yard crew for daily activities and safe operation of all equipment
- Supervise main yard and north lot for boat storage, seasonal use and special activities.
- Update records and coordinate maintenance of all yard equipment, launches, floats, yard buildings, water systems and electrical systems.
- Maintain tools, fluids, replacement parts and contractor contacts for all needed repairs to equipment.
- Repair equipment not limited to cranes, travel lift, fork trucks, launches as needed, or coordinate sub-contractor to complete repairs per approval of Rear Commodore
- Manage schedule for fall haul, spring launch and seasonal hauling activities for members boats.
- Provide square footage recommendation for winter storage in main lot and north lot annually. Maintain layout and adjust based on space available and members boats sizing.
- Maintain parking lot layout seasonally for boat storage and parking.
- Work with Officer on Duty in season for waterfront needs.
- Maintain landscape, cleanliness and general order of both the main yard and north lot.
- Meet yearly budget objectives, advise any potential budget overrides, and work closely with Rear Commodore on all financial activities pertaining to both equipment and membership services.
- Maintain yard records to insure accurate billing to members for all services provided under yard operations.
- Insure compliance with all safety, environmental laws and hazardous waste disposal applicable to operations.
- Maintain current First Aid/ CPR certifications for all yard employees
- Operate all yard activities in adherence to the Rules and By-laws of the Jubilee Yacht Club.
- Must be able to work in a physically demanding operation, lift 75 lbs., move around and under boats as needed, carry equipment and pass pre-employment drug testing.
- Other duties as assigned by the Rear Commodore.

Education/ experience:

- High School diploma or equivalent certificate
- 3-5 years in a boat yard environment, preferably in a management capacity
- Current First aid/ CPR certifications
- Proper 3A and 1C licenses for yard equipment use required
- Demonstrably strong customer service skills

Salary commensurate with experience

Jubilee Yacht Club is an Equal Opportunity Employer