

Supervisor: Commodore or Flag Officer(s) designated by the Commodore

General Summary:

The position will be the first line of representation for Branford Yacht Club to members and the public. Duties include, but are not limited to, interacting with club members on a professional level, answering questions and solving member problems in an efficient and timely manner. Maintain a positive and productive relationships with members and guests. Coordinate security on a 24/7 basis. Coordinate the purchase of supplies for all events as well as the setup and cleanup for events. Ensure that housekeeping is performed daily. Administration of food services and support for in-house bar operation.

Essential Duties and Responsibilities:

- Overall accountability for the operations of the club facilities and marina
- Must have a strong understanding of facilities management, preventive maintenance, and mechanical systems
- Ensure restrooms, common areas and grounds are maintained within acceptable standards and provide additional training/guidance as required to staff and members
- Familiar with government regulations for management of a marina
- Enforce Marina Rules
- Daily inspection tour of all docks in the Branford Yacht Club Marina.
- Monitor and enforce security and safety policies and procedures to ensure a safe marina and work environment. Reduce risk of accidents by monitoring property for safety violations and potential safety concerns.
- Review security policies and procedures with security committee and monitor compliance.
- Monitor and maintain all fire suppression systems to ensure compliance with all applicable codes and ordinances.
- Work with local law enforcement agencies to develop effective relationships and cooperative partnerships.
- Responsible for responding to all operational emergencies and managing operations during crisis situations.
- Develop and maintain traffic control systems and procedures for safe and effective movement of vehicles and pedestrians throughout the marina.
- Develop and maintain effective OSHA compliance programs to comply with all applicable regulations.
- Ensure compliance with all hazard prevention and risk mitigation policies and programs to provide a safe work environment.
- Develop and maintain productive and open lines of communication with club members.
- Visit and communicate with members on a regular basis.
- Ensure housekeeping standards are maintained and members are pleased with appearance of the property.
- Assist with marina assignments and mooring changes
- Oversee the maintenance of all slips and stakes, dinghy docks and dinghy rack
- Inform the House Committee Chairman of repair requirements.
- Report mooring violations as they occur to the Fleet Captain.
- Manage temporary and transient slip assignments
- Manage Bob Criscuolo Landing – (Branford Yacht Club's North Yard Operations)
- Maintenance and upkeep of all club buildings including, but not limited to, the clubhouse, pavilion, hall, workshop, locker room and all houses on the property.
- Oversee general repairs and maintenance to the facility that do not require licensed, professional contractors, such as, but not exclusively, carpentry, plumbing, re-lamping electrical light fixtures, and painting of docks.
- Grounds maintenance for the entire area including Bob Criscuolo Landing
- Schedule and oversee the maintenance of all equipment including, but not limited to the following: travel lift, forklift, all mowers, as well as various outdoor power equipment
- Operate all club owned equipment in a safe manner

- Work with the House Committee Foreman to establish a project list for necessary maintenance of Branford Yacht Club facilities. Provide estimated dates and times for commencement and completion of the projects.
- Schedule and oversee the maintenance of marina systems including fuel dispensers, pumps and accessories as well as Veeder Root system, fuel ordering, and pump out.
- Responsible for the sale and dispensing of all motor fuels, oil, water, and ice
- Supervise and regulate the disposal of waste oil generated within the Branford Yacht Club Marinas.
- Oversee the commissioning and decommissioning of water and electric to the marinas
- Daily coordination of projects
- Purchasing supplies and food for Opening Day and Closing Day events.
- Complete projects during the season that were not completed on workdays.
- Attend club meetings as required
- Assist project chairmen in scheduling outside contractors to perform work at the club
- Submit contracts and RFP's by following Branford Yacht Club operations policies and procedures to ensure successful completion of audits and to identify qualified vendors to service the assets.
- Identify appropriate resources/vendors and obtain bids for repairs and capital expenditures.
- Assist in the coordination of annual workday activities with the Chairman of the House Committee
- Arrange for the installation and maintenance of the ice control system in the marinas
- Actively participate in cost containment initiatives including utilities, contaminated wastewater removal, and other contracted services.
- Monitor and ensure that members and staff maintain environmentally clean facilities and protect coastal waters from pollution through compliance with best management practices.
- Be familiar with EPA and DEEP procedures for handling the safe and legal disposal of pollutants. Ensure that all required actions are immediately executed in the event of a spill or accidental discharge of pollutants.
- Represent BYC at community events and professional organizations
- Develop community awareness of the BYC and productive professional relationships with community leaders, public officials, municipal building departments and code enforcement officers and inspectors.
- In conjunction with the Commodore and Trustees, develop effective employee training and team building programs.
- Take an active role in weekly meetings with Commodore and staff.
- Ensure proper compliance with all HR policies.
- Notify Commodore and Trustees of any issues.

Supervisory Requirements:

- Supervise marina staff
- Oversight of third party facilities contracts
- Compile daily work lists and assign tasks to staff
- Training of staff on policies, safety regulations and equipment operation
- Supervise outside contractors
- Hiring and termination of staff

Office Duties:

- Maintain daily fuel log and weekly reconciliation per State of Connecticut regulations.
- Responsible for maintaining records of all fuel and oil sales and shall deliver to the Treasurer or Bookkeeper a computation of such records daily.
- Report fuel and other expenses for entry into accounting system
- Enter and track dispenser reading in an Excel spreadsheet daily
- Maintain a summary of the daily cash and credit card transactions. Secure the tie out sheet along with the cash and credit transactions in the safe daily.
- Maintain sufficient inventory of fuel and supplies to meet demand

- Maintain files for property projects and monthly reports
- Review and approve staff timesheets
- Maintain certificates of insurance for contractors

Required Knowledge, Skills and Abilities:

- Line handling skills including, ability to tie bowline, half hitch knots, toss and cleat lines
- Capacity to work as a member of a team or by oneself to achieve desired results
- Ability to use a PC, radio and hailer
- Ability to read, write and comprehend work orders, invoices and schedules
- Ability to operate all club equipment or to be trained
- Thorough knowledge of Branford Yacht Club's Bylaws and Marina Rules
- Boat handling skills
- Knowledge of nautical terminology

Education and Experience:

- First Aid and CPR training
- Must possess a CT Safe Boating Certificate
- Proper licenses or training certificates for club equipment
- At least 3 years of experience in a marina management role

Physical Requirements:

- Unlimited or unimpaired ability to walk, bend, stoop, climb, and work safely around water on a ladder or in confined spaces
- Ability to lift 70 lbs.
- Ability to tie knots
- Grasp, tie, lift, pull and push

Competencies:

This list is illustrative only and not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- Ability to think critically, problem solve and act accordingly
- Ability to instill a sense of teamwork resulting in positive internal and external relationships.
- Ability to demonstrate strong leadership skills.
- Ability to supervise and evaluate assigned personnel, establish priorities, provide training, ensure property maintenance, use and security of equipment and facilities.
- Ability to read and fully comprehend documents in English, such as: operations manual, facilities guide, employee handbook, maintenance instruction, contracts, etc.
- Ability to speak effectively in English before groups such as customers, members, employees.
- Ability to multi-task in a high-volume setting
- Ability to work independently and fully execute assigned projects
- Ability to work flexible schedule to accommodate business needs, including holidays.
- Ability to demonstrate a high level of Core Competencies:
 - Attitude
 - Communication
 - Commitment
 - Dependability
 - Flexibility
 - Initiative

- Judgment
- Teamwork
- Understanding the “Big Picture”

Additional duties as assigned by the Commodore.

If interested in this position, please submit your resume and salary expectations to careers@branfordyc.org