



## EXHIBIT A-JOB DESCRIPTION

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<b>Job Title:</b>	<b>Dock Attendant</b>
<b>FLSA Status (US Only):</b>	<b>Non-Exempt</b>
<b>Reporting to:</b>	<b>Dock Master</b>

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### Summary:

As the first point of contact for our guests, the Dockhand at IGY Savannah Harbor Marina sets the tone for an exceptional experience. We are seeking an enthusiastic, dynamic, and engaging individual to welcome guests with warmth, professionalism, and a can-do attitude. The Dockhand plays a vital role in providing superior service, ensuring safe and efficient dock operations, and embodying our commitment to excellence.

**Essential Duties and Responsibilities** include the following (other duties may be assigned):

- Provide a warm, enthusiastic welcome to guests upon arrival and assist with docking, undocking, and securing vessels.
- Assist vessels in mooring operations, securing vessels to docks, connecting and monitoring utility services (telephone, power, and water), performing pump outs, waste disposal and facility sanitation.
- Participate in fuel operations, ensuring compliance with safety protocols
- Escort guest around the marina using company vehicles or golf carts
- Maintain cleanliness and upkeep of marina docks and marina facilities
- Expedite all requests from vessels including escorting incoming marina guests to/from yachts, assisting with luggage, and offering information pertaining to available services and facilities of marina (provisioning, laundry, luggage transport, etc.).
- Responsible for keeping company vehicles, tenders, and golf carts clean, charged, and maintained where applicable.
- Ensures that recognized standards are maintained, and that quality and delivery commitments are met.
- Adheres to and upholds all marina health and life-safety protocols and actively participates in all related training exercises and drills.
- Provides general security and supports marina and facility security teams in their security related efforts; reports disturbances in dock area to superiors and maintains general vigilance.
- Maintains VHF radio and in-person communication with vessels, marina office and marina management.
- Delivers messages, mail, and packages to yachts as directed by Guest Services desk.
- Assists Marina Management team and Dockhand Supervisor in carrying out various reports and data analysis such as meter reads, vessel occupancy, inventory, dock walks, etc.
- Makes arrangements at guests' requests, such as picking up articles for laundry and/or valet service, arranging transportation and submitting, delivering, and loading provisioning orders.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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/Experience:**

Previous marina or boating experience preferred.

High school diploma or equivalent and a minimum of one year of related experience and/or training; or equivalent combination of education and experience.

**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 outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts. The employee may work near or around toxic or caustic chemicals while wearing proper personal protection equipment and following strict company safety standards. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

**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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and smell. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.