

# TOWN OF GIBRALTAR

## DOCK MASTER

**Position opening: 2025 Season**

**Orientation/training: Spring 2025**

**Function:** General coordination of Town-owned docks, managerial functions in connection with other dock personnel under the direction of the Harbor Commission/Town Administrator.

### **Job Duties:**

- Report monthly to the Harbor Commission at the commission meetings.
- Dock is open from May 15th to October 15 yearly. Work hours are a maximum of 40 hours per week, less during non-peak season.
- Be courteous and neat in appearance at all times.
- Must be able to staff the dock house appropriately due to weather and business needs.
- Supervise staff regarding hours, jobs, quality of work and appearance.
- General office work.
- Collect all fees and money for sales.
- Turn in money received and bookkeeping daily.
- Assign transient slips at dock.
- Order supplies when needed.
- Keep records of employees' hours.
- Keep marina building neat and clean daily including restrooms and showers.
- As pertains to public safety and fair use of the docks, mooring areas, beach, harbor and parking facilities, observe and report any problem violators to the proper authorities.
- General routine painting, repair or maintenance of areas in and around water, ramps, docks, dinghy and parking areas; report items needing more attention to the town office.

### **Minimum Qualifications:**

- Must have a valid WI driver's license.
- Ability to work well without direct supervision.
- Capability of organizing and supervising others.
- Ability to handle financial transactions as required.
- Ability to work well with the public.

### **Education/Training/Experience Required:**

- Previous boating experience preferred and must obtain Boater Safety Verification
- Good working knowledge of boating and marine regulations.
- Must be able to swim.

**Compensation commensurate with experience**



**Phone (920) 868-1714**

**Please submit resume to Town of Gibraltar by  
April 18, 2025**

**P.O. Box 850 Fish Creek, WI 54212  
or email [clerk@gibraltarwi.gov](mailto:clerk@gibraltarwi.gov)**