



Global Quality Foods, Inc is looking for an experienced Harbor Master will be responsible for all marina management functions such as regulations and permitting, marina operations techniques, contracts and liabilities, emergency planning, risk management and loss control, networking with industry leaders and peers. Responsibilities also included improving and developing the quality and value of marina services, marina policy and procedure manuals, business strategies and financial management, environmental compliance and policies, marina marketing, promotion and pricing.

### **Duties/Responsibilities:**

#### **Marina Management**

- Oversees and directs daily marina operations.
- Schedules and supervises the work of harbor staff.
- Coordinates and maintains safe and orderly boating traffic.
- Enforces applicable marine ordinances and ensures enforcement of laws, regulations, and policies concerning water or properties; coordinating harbor police force to assist with this enforcement.
- Analyzes harbor areas and facilities and recommends modifications that will improve safety and efficiency of the area.
- Assigns mooring spaces to boats.
- Maintains records of relevant data including size, type, and number of boats using the harbor; reports harbor activities, and files incident reports.
- Plans, installs, and supervises the maintenance of navigation aids such as buoys, poles, or markers.
- Develops and maintains current list, diagram, or chart of public wharves, moorings, and properties along the shoreline.
- Maintains effective working relationships with boat operators, town officials, shipyard owners, and the public.
- Prepares and administers marina budget.
- Represents the marina by attending and participating in relevant community and advisory board meetings.
- Performs other related duties as assigned.

#### **Property Management**

- Manage the daily operations of properties, advertise vacant properties, and handle tenant relations.
- Collecting rent, dealing with late payments, and handling operating expenses.
- Contracting and supervising repairs and maintenance work.
- Be able to work with local law enforcement officials of any activity



## **Event Management**

- Assist in hosting events that enhance our organization's image, improve client loyalty, and enhance our brand-to-client experience.
- Monitor and update the Big Break Marina website with any upcoming events.

## **Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Thorough understanding of operational and maintenance requirements of harbor facilities and equipment.
- Basic understanding of nautical terminology.
- Excellent managerial skills.
- Ability to remain tactful but firm in enforcing marine ordinances.
- Proficient in Microsoft Office Suite or related software.

## **Education and Experience:**

- High School Diploma/GED is required.
- Minimum four years' experience in managing a marina, or other relevant related field.

## **Physical Requirements:**

- Must be able to access all areas of the harbor, including below docks.
- Must be able to lift up to 15 pounds at times.
- Must be able to work in inclement weather and with usual hazards associated with harbor sites.
- Must be able to work weekends and holidays as needed, particularly during peak seasons.
- Must be able to hear and see alarms and dangers or hazards.

**Job Type:** Full-time

**Salary:** \$60K to \$70K a year DOE

**Work Location:** 100 Big Break Road, Oakley, CA 94561

## **Benefits:**

- Health insurance
- Paid vacation



Company Website: <https://www.bigbreakmarina.com/>

Home Company Website: <https://www.globalqualityfoods.com/>

Please send your resumes to HR Manager at [carlos@globalqualityfoods.com](mailto:carlos@globalqualityfoods.com)

Applicants must be currently authorized to work in the United States.

We are proud to be an Equal Opportunity and Affirmative Action employer, and consider qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other protected factor under federal, state or local.