

## EMERY COVE YACHT HARBOR

### JOB ANNOUNCEMENT

#### ASSISTANT HARBOR MASTER/DOCKMASTER - MAINTENANCE

Location: Emery Cove Yacht Harbor,  
3300 Powell Street #203, Emeryville, CA 94608  
Ph. (510) 428-0505 Fax (510) 428-4940 Email: [info@emerycove.com](mailto:info@emerycove.com)

#### About Emery Cove Yacht Harbor

Emery Cove is a first class 460-slip recreational marina with 10 office spaces. Emery Cove is a 'dockminium' marina with each slip individually owned and therefore offer both the rental and ownership of boat slips. All staff work under direction of a Board of Directors. The harbor was completely renovated waterside in 2020 with an aluminum substructure dock system with Ipe hardwood decking by the manufacturer Structurmarine. The landside shower/restroom/laundry was also renovated in 2022.

Hours: Full Time - Tuesday thru Saturday – weekend day required  
Pay: Salary \$65k plus... depends on qualifications and experience.  
Benefits: Comprehensive Benefits include: Medical (Kaiser), 401k, sick days/vacation days/holidays

Summary of Job Responsibilities: full job description available on request – [diane@emerycove.com](mailto:diane@emerycove.com)

Management of harbor maintenance and grounds-80% outside physical maintenance work. Direct Manager of two employees: Security Guard (PT evenings) and dock Maintenance position (daily supervision). This position reports directly to Harbor Master.

Responsible for the condition, repairs and maintenance of docks, electrical and water systems, pump outs, Aids to Navigation, channel buoys, OSHA/ADA requirements and all harbor maintenance supplies. Ability to tow tenant vessels for dredging projects. Oversees Contractors for landscaping, janitorial services, paving projects, backflows, etc.

Most maintenance is done in-house so electrical and plumbing knowledge is required. Assists Harbor Master with Long term maintenance planning and reports to Board of Directors.

#### Required Skills in addition to above :

- Minimum 3 years experience in marina facilities maintenance. Minimum 5 yrs. electrical and plumbing.
- Knowledge of sail and power boat vessels and how they work. (thru hulls, bilge pumps for sinking emergencies, alarms, basic electrical and engine functions).
- Ability to operate harbor skiff (13' Boston Whaler, 16' McLaughlin rib) and relocate vessels by tow. Towing experience. Use and care of outboard motors.
- Electrical experience/safety knowledge for repair of 30Amp 125V and 50 Amp 250V receptacles and breakers on the docks and ground fault protection system experience-current NEC codes and annual testing and inspections. Knowledge to trouble shoot sub-station panels and landside main switch box.

- Plumbing experience for dock water system, pump out stations, irrigation and restroom/laundry.
- Marina construction/maintenance experience for aluminum dock system w/ Ipe hardwood decking, concrete/steel piles with pads, adjustable cleats. Use of power tools. Ability to read blueprints and manage contractors for large contracted projects. Ability to manage dredge contracts
- Basic knowledge of financial budgets and reports for review.
- Staff management ability. Working well with others. We are a small 5-person team.
- Good decision-making skills, self-motivating.
- Computer experience to include the basic functions of WORD and EXCEL and OUTLOOK
- Phone, Camera and WiFi Systems: Ability to learn maintenance of these systems.
- Speak, read and write English
- California Drivers License, DMV verification and Proof of Insurance

For a detail Job Description, please contact Diane Isley, Harbor Master, Emery Cove Yacht Harbor at [diane@emerycove.com](mailto:diane@emerycove.com) or 510-428-0505.

Send Resume and salary requirements to Diane Isley, Harbor Master by;  
email- [diane@emerycove.com](mailto:diane@emerycove.com), Fax- 510-428-4940, or Mail- 3300 Powell St #203,  
Emeryville, CA 94608