

Attachment 3 to 20 July 2023 BVD Board Minutes: Bahama Village Docks

Dockmaster Position Description Approved By Board Motion and Vote.

Summary: He or she is responsible for oversight of construction and maintenance of the docks, general operation of the Bahama Village docks, assisting boaters, and maintaining a safe and clean environment throughout the facility.

While individual members are responsible for safe moorage of their boats, the dockmaster is empowered to correct any unsafe condition that puts persons, boats or the docks in immediate risk of damage.

Dockmaster Reporting The BVD Dockmaster reports directly to the President/CEO of the BVD Board of Directors.

Dockmaster Duties: Coordinate with volunteer BVD Members, BVD Board Members to:

- Oversee contracted construction and repair work of the docks. Ensure adherence to contracted work and permitting requirements. Support the contractor's work through movement of boats and other equipment.
- Inspect boats for safe and secure moorings.
- Measure moorage and report results to the BVD CEO to allow determination of moorage fees.
- Supervise, organize and oversee cleaning of the dock area and maintenance of an orderly environment.
- Provide direct supervision of contracted maintenance work on the docks. The Dockmaster shall be the primary source of contact for any repair or maintenance work.
- Report and document safety hazards, potentially hazardous conditions, and unsafe practices and procedures.
- Report and document unauthorized dock usage, moorage or practices.
- Coordinate emergency response with members and first responders as required.
- Oversee systems and procedures to maintain the physical security and safety of the docks.

Work Schedule: The BVD Dockmaster workload is expected to entail five hours per week.

