



## **Marina Manager**

### **Long Cove, Club and Development**

Long Cove Marina at Cedar Creek Lake

Malakoff, Texas

<https://www.longcovetx.com/>

### **Organization Overview**

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Long Cove at Cedar Creek Lake (Long Cove) is a luxury second-home gated community on Cedar Creek Lake in Malakoff, Texas, an hour and half drive outside of Dallas, Texas. Long Cove's mission is to deliver unforgettable weekends and holidays that are an escape from the city. Fenceless freedom for families, friends, children and grandchildren. Texas sunsets that are a special blend of peach and magenta. Long Cove is for spontaneous getaways and making memories that last a lifetime. With over 1,100 wooded acres and 7.5 miles of shoreline on Cedar Creek Lake, the community is filled with resort amenities that include the Lake Club and Regatta Grill, sports play field and toy barn, fitness studio, fishing ponds, and eight miles of hiking and biking trails. There is so much to do—holiday celebrations, pickup football games on the play field, a round of golf, boating, tubing, waterskiing and wake boarding, all with a full-service marina that takes care of your boat. Or, become a member of the Long Cove Boat Club with anytime usage of a variety of wakeboard and cruising boats.

### **Position Summary**

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The position of Marina Manager supervises all operations and marina personnel, including the marina supervisor, valet, forklift operator and maintenance staff. The position interfaces with Long Cove members/owners, their guests and provides valet service to the Long Cove Boat Club. The Long Cove Club owns seven vessels that are used exclusively by boat club members. Daily oversight, maintenance, cleaning, and managing these reservations are integral parts of the position. The Marina Manager currently assigns 77 dry stack storage spaces for member boats and ensures their order and upkeep. Overall, the marina also provides boat valet service and shuttling the stored boats to their member/owner's docks. The Marina Manager hires, trains, supervises, schedules and evaluates all personnel associated with the dock area. The position oversees the club marina store and fuel dock operation, ensuring compliance with all Tarrant Regional Water District rules and regulations.

The Marina Manager is responsible for managing and operating the marina within the financial guidelines established in the budget. The Marina Manager is the accountable leader for all boat and safety training classes and develops boat activities and instructors for the member/owners. The Marina Manager is also involved in representing and arranging boat sales to the member/owners through a national Nautique dealer.

The opportunity for future growth in the position is excellent as Long Cove's plans include additional dry storage capacity, the increased fleet size of boat club inventory and continued community real estate sales.

## **Responsibilities**

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- Assigns dry stack spaces maintaining order in the slips
- Develop new programs that deliver inclusive services to homeowners, partner Buxton Marina customers and the boat Club
- Daily inspection of dry stack, slips, storage, boat reservations, dock lights and valet
- Tracks dockage charges and advises accounting on same
- Monitors boat dock surveillance cameras providing security to assets
- Oversees the maintenance and repairs of club-owned boats, docks and dock areas
- Hires, trains, supervises, schedules and evaluates all dock area personnel, and records work performed
- Processes payroll records for marina area
- Operates and maintains club marine store and fuel dock
- Ensures harbor, fuel dock and refueling operations are managed in compliance with local, state, federal and Tarrant Regional Water District guidelines
- Ensures fuel inventory is available and working at all times
- Assists in enforcing marine ordinances
- Trains boat club captains and maintains records of same
- Attend boat Club board meetings and staff meetings
- Plans and oversees seasonal startup and shutdown activities for dock area
- Represent Ski Nautique Boat Sales
- Performs any other duties as assigned, assisting other operations as needed

## **Requirements**

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- Ability to instruct boat owners in boat etiquette, handling, docking and maneuvering
- Knowledge of operational and maintenance requirements for marina facilities
- The ability to operate a marine forklift is critical
- Strong leadership skills with demonstrated ability to build relationships with members, customers and staff. Ability to develop a “team” that displays initiative, service, creativity and innovation
- Good business and commercial acumen coupled with a skill set that enables reading and interpreting professional journals and governmental regulations
- Possess varied computer software talents and skills
- Possess interpersonal skills to communicate and express him/herself to members, customers, the general public, governmental agencies and staff

## **Compensation and Benefits**

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Long Cove offers an attractive and competitive compensation and benefits package to include:

- ✓ Base salary commensurate with experience
- ✓ Participation in owner’s discretionary quarterly bonus pool
- ✓ Health insurance for the individual at 25% of current plan cost
- ✓ PTO equivalent of 17 days annually

This position reports to: Long Cove on Cedar Creek Lake – General Manager.

Professionals who meet or exceed the established criteria are encouraged to submit all documents via email to:

GSI Executive Search, Inc.

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