

JOB TITLE Boatyard Manager

REPORTS TO Marina Manager

DATE September 2020

JOB OVERVIEW

Are you passionate about the marine industry? Looking for your next step into a leadership role? Like working in a stunning location? We are looking for a Boatyard Manager to join the team at Gulf Harbour Marina. The Boatyard Manager is responsible for all aspects of the boatyard business, from day to day operations as well as developing future business opportunities to grow GHM. We are looking for someone who can hit the ground running and make the role their own, continuing to create an exceptional experience for our community at GHM.

RESPONSIBILITIES AND DUTIES

- Proactively seek ongoing business opportunities identifying areas for growth and development, such as enhancing the capabilities of the Boatyard or attracting new markets.
- Engage actively with onsite tenants, other businesses, Skippers etc. to create business and marketing opportunities. This may involve travel offsite to pursue opportunities and stay abreast of the market actively.
- Manage GHMs relationship with any third parties working on site such as Tenants and Contractors. This includes the development and administration of a Contractors Registration system to ensure all parties are inducted onto the site and are compliant with GHMs policies and other relevant regulations.
- Provide strong leadership for the Boatyard team to encourage good work ethic, behaviour, and respect in their dealings with customers and fellow staff.

- Manage, develop and oversee the day to day activities, including administrative aspects of the Boatyard in conjunction with the Boatyard Administrator and other key stakeholders to maximise efficiency and customer service.
- Ensure compliance with all Health and Safety and Environmental regulations for the Boatyard. This includes establishing and implementing policies around machinery maintenance, standard operating procedures, training, and certification and actively seeking avenues for constant improvement in these areas.
- Perform all Health and Safety related managerial tasks such as follow up of all reports on H&S system, accident investigation, running toolbox meeting etc.
- Ensure that all boatyard equipment and machinery is maintained in an optimal and safe condition and meets any relevant regulatory standards through the design and implementation of a comprehensive inspection and maintenance schedule. Keep up to date records of all inspections, maintenance, and planned work. Submit monthly reports to the Marina Manager.
- Identify any areas where technology may be used to better effect, such as a bookings platform for drystack and planning the layout of the Boatyard.
- Work alongside the Maintenance Manager to plan and execute medium and long term plans and changes to the fixed infrastructure of the yard to accommodate future growth and changing markets such as the general trend towards larger, wider boats.
- Manage all HR-related tasks such as recruitment, planning rosters, performance review, disciplinary processes, training etc.
- Complete required Boatyard training courses to backup operators and to ensure familiarity with Boatyard operations.
- Develop and implement new training modules to continually improve skill levels and competence in the team.

QUALIFICATIONS & REQUIREMENTS

- 3+ years Marina Industry experience
- Strong knowledge of Boatyard Operations both domestically and internationally
- Leadership/management skills
- Crane or Boatyard certificates desirable either domestic or International

- Fork hoist licence desirable
- Must be able and willing to participate in physical tasks

WORKING AT GULF HARBOUR MARINA

Gulf Harbour Marina is one of NZ premier Marinas. Situated on the stunning Whangaparaoa peninsula, we are the gateway to the Hauraki Gulf.

Enjoy travel to and from the Marina against the usual commuter flow.

We have a stunning bay with amazing marine life rarely experienced at more industrial locations.

This is a new and exciting role with massive potential for growth.