



## **Harbormaster - Lakefront Manager**

City of Lake Geneva

**Contact Name:** David Winger  
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**Contact Phone:** 262-249-4083  
**Closing Date:**  
**Salary:** \$76,314 DOQ

**Description:**  
**Harbormaster**  
**Department:** Parks Department

**FLSA Status:** Exempt

**Reports to:** Parks Director

**Salary Grade:** G

### **General Definition of Work**

The Harbormaster is responsible for the operation and management of the City of Lake Geneva's lakefront facilities, including the boat launch, piers, buoys, Riviera Beach, and related amenities. This position supervises seasonal staff, enforces waterfront ordinances, administers watercraft leases, and provides customer service to residents and visitors. The Harbormaster also assists the Parks & Recreation Director with departmental functions, long-range planning, and special projects.

This is a full-time, year-round position. Responsibilities shift seasonally, with active waterfront operations in the spring and summer, and administrative, environmental, and support duties in the fall and winter.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

### **Essential Duties and Responsibilities**

#### **General Duties**

- Manage daily operations of the boat launch, Riviera Beach, piers, buoys, and waterfront facilities.
- Supervise, train, schedule, and evaluate seasonal lakefront staff.
- Ensure compliance with waterfront ordinances, leases, and permits.
- Work with Police and Community Service Officers to issue citations and address violations.
- Monitor waterfront facilities for safety, cleanliness, and maintenance needs.
- Respond to resident and visitor inquiries in a timely and professional manner.
- Process boat, buoy, and kayak leases; maintain accurate waiting lists and application files.
- Collect, reconcile, and deliver waterfront-related fees to the Finance Department.

- Prepare monthly reports for the Piers, Harbors, and Lakefront Committee.
- Conduct annual comparisons of lease and rental rates with surrounding communities and recommend adjustments.
- Monitor waterfront conditions and identify environmental concerns such as erosion, invasive species, and water quality issues.

### ***Strategic and Long-Range Planning***

- Coordinate with environmental groups, DNR, and other agencies on lakefront sustainability and protection efforts.
- Provide public information and education on environmental topics such as clean boating practices and water safety.
- Provide administrative and program support for citywide recreation and parks initiatives.
- Assist with planning, permitting, and coordination of special events.
- Contribute to long- and short-range planning, including environmental and recreation-related projects.
- Assist with grant applications related to waterfront, environmental, and parks initiatives.

### ***Supervision***

- Hire, train and supervise lakefront staff including Riveria employees, boat launch and beach staff.

### ***Budget***

- Responsible for budgeting for lakefront operations and assisting in capital planning for lakefront projects and other projects as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of waterfront operations and municipal lease administration.
- Understanding of environmental stewardship practices, including invasive species prevention and water quality monitoring.
- Ability to enforce ordinances and collaborate with law enforcement.
- Strong organizational and supervisory skills with experience managing seasonal staff.
- Ability to provide excellent customer service and resolve conflicts effectively.
- Proficiency in Microsoft Office; ability to learn additional software as needed.

### **Education and Experience**

- Bachelor's degree in Recreation Management, Environmental Science, Public Administration, or a related field preferred.
- Experience in waterfront, recreation, or facility management preferred.
- At least two years of supervisory experience.
- Experience with environmental stewardship and municipal operations strongly preferred.

### **Physical Demands**

The work of the Harbormaster is performed both in an office setting and in the field at lakefront facilities, in all weather conditions. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time.

- Must be able to lift and move up to 50 pounds.
- Must have hand-eye coordination to operate equipment, tools, and office devices.

- Must be able to communicate effectively in person, on the telephone, and electronically.
- Must be able to work in waterfront environments that include exposure to water, weather, noise, and hazardous conditions requiring appropriate safety precautions.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

The Harbormaster position is appointed by, and reports to the Parks Director. Salary is \$76,314 + DOQ. Candidates should apply by February 13th, with resume, cover letter and contact information for three work-related references to David Winger, Parks Director.

The City of Lake Geneva is an Equal Opportunity Employer.