

TELLICO VILLAGE DOCK CAPTAINS – CHARTER

APPOINTMENT

Dock Captains shall be appointed by the Director of Public Works from candidates recommended by the Marinas Advisory Committee (MAC).

QUALIFICATIONS

- Be an interested and willing candidate.
- Have boating and/or watercraft experience.
- Be familiar with and willing to use email as an essential part of carrying out their activities.
- Be comfortable in working personally with lessees.

RESPONSIBILITIES

1. Serve as a representative of the Tellico Village lessees to Public Works and the MAC.
2. Help keep lessees informed on dock-related matters with postings on the dock bulletin board and emails to the dock lessees when warranted.
3. Help dock lessees better understand what their lease agreements require of them.
4. Actively seek feedback from the lessees on their suggestions regarding the docks and share that information with Public Works and the MAC to influence changes in policy and/or procedures that are in the best interest of the lessees, and to facilitate improvements in the dock and lease management system.
5. Periodically walk their dock to identify dock maintenance, safety issues, and other items needing attention, and then forward that information by email to the Public Works Property Manager for action, with a copy to the MAC Chair. Use “Help Spot” to report urgent matters that require immediate attention.
6. Alert lessees of potential issues with their boats so the owner(s) can correct them before they become a problem.
7. Observe and report sustained rule and lease condition violations to the Public Works Property Manager, with a copy to the MAC Chair.
8. Assist the MAC in tracking whether reported problems have been solved.
9. Ensure that their own email and phone contact information that is held by Public Works and posted on the dock’s bulletin board is current.
10. Meet regularly with and provide feedback to the MAC on dock-related matters, improving the Tellico Village dock system and the lease process.

7/11/2023