



BURT TOWNSHIP BOARD

ALGER COUNTY

P.O. BOX 430

E21837 GRAND MARAIS AVE.

GRAND MARAIS, MI 49839-0430

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www.burttownship.com

Jon Babbitt, Supervisor
Lori McShane, Clerk
Sara Secrest, Treasurer

Timothy Jenkins, Trustee
Paul Williams, Trustee

Burt Township is currently seeking a Harbor Master. Please pickup applications at the township office or see burttownship.com.

Burt Township Marina: Harbor Master Job Description

The harbormaster will ensure safe and successful operation of the harbor.

A seasonal position starting May 1 and ending October 15. The Harbor Master oversees the operation of Burt Township Marina.

General Duties: *(Include but are not limited to)*

- Use Square POS system on iPad
- Collect transient fees (set by the township board)
- Sell daily/annual launch passes (work with township office)
- Daily drop at the township office to the treasurer – all fees collected that day
- Fuel Boats & pump outs
- Assign transient boaters to the harbor wall
- Record keeping of all boats that enter the harbor
- Cleaning of bathrooms and shower room as needed. Including disinfecting common areas and drinking fountains.
- Manage Supplies
- Daily cleaning and maintenance of the fish cleaning station
- Daily monitoring of the fish cleaning tanks / call to have them pumped in a timely manner
- Coordinate with Woodland Park personnel to keep grounds maintained, grass cut/trimmed and garbage collected

Applications Due: Monday, August 10, 2026