



Security Officer I

Work on the waterfront in beautiful Edmonds, Washington! If you're looking for a great part-time job with exceptional benefits – look no further.

The Port of Edmonds manages several facilities across our property, including a marina, dry storage and business park. We strive to provide the best customer service experience in Puget Sound while offering quality facilities and excellent value. We employ a dynamic team and offer a fun work environment.

We are looking for an energetic individual who thrives in a fast-paced work environment and possesses a passion for providing friendly, meaningful customer service. The Port Security Officer I plays a critical role in the day-to-day Port operations. Our security team ensures a safe and secure environment in all areas of the Port property and emphasizes customer service. The Security Officer I spends time overseeing the marina, boatyard, dry storage facility, and Harbor Square Business Complex. In addition to patrolling the Port property, this role answers general questions, assists with securing boats in the marina, assigns moorage, and manages the phone after hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for friendly and professional customer service
- Provide docking assistance to incoming boats and help with the securing of vessels
- Manage the after-hours guest moorage program by assigning slips, sharing procedures, and answering inquiries about availability
- Patrol all areas of the Port to ensure property and facilities are protected from fire, crime, and other hazards
- Identify emergencies, notify appropriate organizations, and assist with incident responses
- Assist with vessel, trailer, and dock inventories
- Close the Port facilities after business hours and ensure gates, doors, windows, restrooms, buildings, and park areas are secure
- Perform regular tests on fire extinguishers, generators, and boat pumps
- Help prepare and stock emergency response equipment
- Complete regular checks of life ring boxes, ladders, lights, and all safety equipment
- Perform daily cleaning of docks, restrooms, offices, and other public areas
- Uphold Port regulations and policies
- Monitor parking program including, regular inventory of vehicles and parking enforcement
- Prepare accurate shift logs
- Perform other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of marina operations (preferred)
- Basic knowledges of boats (preferred)
- Excellent customer service skills (required)
- Strong written and verbal communication (required)
- Knowledge of security issues related to facilities and grounds (preferred)
- Knowledge of basic computer functions such as ability to send e-mail and create documents (required)
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form (required)
- Ability to write routine reports and correspondence (required)
- Ability to understand, communicate and enforce marina regulations and policies (required)
- Ability to work independently (required)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Required to stand, walk, or bend for extended periods of time.
- Required to lift, push or, pull objects weighing 50 pounds or less.
- Able to reach overhead, above shoulders and horizontally.
- Required to work various shifts including weekends, holidays, and graveyard.
- Required to work outside in all weather conditions.
- Required hearing and speaking to exchange information
- Requires handling or working with toxic/hazardous substances.
- Requires work in areas of high vehicular or pedestrian traffic
- Dexterity of hands, and fingers to operate computers, locks, and equipment levers.

TRAINING, EDUCATION AND CERTIFICATIONS

- Valid Driver's License with a good driving record
- High School Graduate or GED
- CPR/First Aid, and Defibrillator training (training provided)
- Hazardous Waste Certification (training provided)
- Course work/experience in law enforcement or security (preferred)
- Basic experience with marine equipment/vessel operations (preferred)

EMPLOYEE BENEFITS

The Port of Edmonds offers a competitive and comprehensive benefits package that includes:

- Hourly rate of pay is \$19.37
- Medical, dental, vision, and prescription insurance paid up to 100% for employee
- Retirement benefits through Washington State Department of Retirement Systems, PERS
- Paid vacation and sick leave
- 11 Paid holidays per year
- Holiday Pay Premium of 1.5 x regular rate of pay
- Weekend Pay Premium; additional 10% of regular rate for all weekend shifts worked
- Paid Life insurance with add-on options for low-cost supplemental coverage
- Flexible benefits plan that includes a Medical Flex Spending Account and Dependent Care options

- Deferred compensation plans offered through the Washington State Department of Retirement Systems
- Health and wellness credit to cover gym or activity memberships; up to \$69.55 per month
- Training and education reimbursement plans

HOW TO APPLY

To apply for this position please:

- Complete the online Port of Edmonds application form, found at <https://www.portofedmonds.org/business/employment/>
- Upload your cover letter and resume at the end of the online application form

Position is open until filled.