



PORT OPERATIONS UTILITY WORKER

Work on the waterfront in beautiful Edmonds, Washington!

The Port manages several recreational boating facilities across our property, including the marina, dry storage, boatyard, Travelift, and public launch. Our teams strive to provide the best customer service experience on Puget Sound while offering quality facilities and excellent customer value. We employ a dynamic team and offer a fun work environment.

The Port Operations Utility Worker will play a critical role in the day-to-day operations by helping manage the dry storage, marina, fuel dock, and boatyard facilities. We are looking for energetic individuals who thrive in a fast-paced work environment and have a passion for providing friendly, meaningful customer service. This position plays an essential role in creating an exceptional customer experience, whether serving our seasonal recreational boaters or year-round tenants. Job responsibilities will be approximately 80% dry storage and 20% to other departments. The ideal candidate will have a wide variety of skills, allowing them to provide primary and secondary coverage for dry storage operations, including the driving of marine forklifts to move boats.

ESSENTIAL FUNCTIONS

- Provide excellent customer service to Port patrons and the general public.
- Launch and retrieve boats at the dry storage facility through the operation of forklifts, launchers, and other dry storage equipment.
- Accurately maintain the boat move list, space inventory sheet, and customer reservation requests via phone/email.
- Operate Port equipment, including the boat launcher, fuel dock systems, computers, vehicles, pressure washers, and pumps.
- Support the Travelift operation by pressure washing vessels, performing safety duties, and helping to block boats.
- Efficient collection of daily revenue for marina services.
- Assist with reconciling daily revenues at the close of day.
- Help with fuel dock operations, including greeting customers, accepting payments, and reconciling daily tills.
- Assist customers with boat launches through the operation of our Public Sling Launch
- Provide information on Port regulations and Port facilities.
- Contribute to the general maintenance of the Port's facilities.
- Complete various tasks to ensure the property is clean, safe, and secure for all visitors

- Daily cleaning and maintenance including, cleaning of the restrooms, parking lots, docks, painting, and minor repair projects.
- Provide docking assistance and line handling to incoming boaters.
- Identify, collect, store and record for disposal of hazardous waste materials collected by the Port. Assist with clean-up when required.
- Conduct daily guest moorage and boatyard checks.
- Perform other duties and special projects as assigned.

EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES PREFERRED

- Ability to operate forklift and most Port equipment (training provided, previous experience preferred)
- One year experience in customer service (preferred)
- General knowledge of marina operations (preferred)
- One year experience in a maritime environment (preferred)
- Attention to detail and ability to multitask
- General knowledge of safety and environmental regulation
- Experience with problem-solving and decision making
- Working knowledge of word, excel, and outlook
- Excellent communications skills
- Ability to follow instructions and work courteously with the public
- Ability to accurately process and balance cash and charge transactions
- Ability to perform basic maintenance and repair tasks

EDUCATION, TRAINING, AND CERTIFICATIONS

- Valid Driver's License with a clean driving record
- High School Graduate or GED
- The Port will provide forklift training and certification within 3 months of the start date
- CPR/First Aid and Defibrillator training within 12 months of employment (provided)
- Hazardous Waste Certification within 12 months of employment (provided)
- Working knowledge of word, excel, and outlook

WORK ENVIRONMENT

- Outside in all weather conditions
- Fast-paced during peak times
- Must be available to work a variety of shifts, including weekends and holidays
- A wide array of tasks and learning opportunities

PHYSICAL REQUIREMENTS

- Standing, walking, bending for extended periods
- Lifting, pushing, pulling objects weighing 50 pounds or less
- Able to reach overhead, above shoulders, and horizontally
- Required hearing and speaking to exchange information
- Dexterity of hands and fingers to operate computers, locks, equipment levers, and a variety of equipment, including power and hand tools

EMPLOYEE BENEFITS

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

- Hourly rate of pay is \$23.13

- Medical, dental, vision, and prescription insurance paid up to 100% for employee and their dependents
- 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.