



Spend your summer season on a dynamic team and in a fun work environment at the Port of Edmonds! The **Seasonal Marina Attendant** will play a critical role in the day-to-day operations by helping manage the fuel dock, marina, dry storage, 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. Whether serving our seasonal recreational boaters or year-round tenants, this position plays an essential role in creating an exceptional customer experience!

The Port of Edmonds seeks qualified candidates over the age of 18 to fill a full-time Seasonal Marina Attendant position (40 hours per week). The hourly rate of pay is \$17.00 for a first year Seasonal Marina Attendant, and the ideal candidate will be available to begin work in May and stay through October.

#### **ESSENTIAL FUNCTIONS**

- Provide excellent customer service to Port patrons and the general public
- Operate Port equipment, including the boat launcher, fuel dock systems, computers, vehicles, pressure washers, and pumps
- 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
- Support the Travelift operation by pressure washing vessels, performing safety duties, and helping to block boats
- Contribute to the general maintenance of the Port's facilities
- Completing 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
- Conduct daily guest moorage and boatyard checks
- Drive the courtesy shuttle van, which takes customers to the downtown Edmonds area
- Perform other duties and special projects as assigned

#### **EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES PREFERRED**

- Ability to follow instructions and work courteously with co-workers and the public
- Excellent communication skills
- General knowledge of boating, marina operations, or recreational sports
- Problem-solving and decision making
- Proficient customer service skills
- Basic computer knowledge
- Cash handling and tills balancing
- Ability to perform basic cleaning tasks
- Ability to operate basic equipment

## EDUCATION, TRAINING, AND CERTIFICATIONS

- Qualified candidate must possess a valid driver's license and have a good driving record

## WORK ENVIRONMENT

- Outside in all weather conditions
- Fast-paced during peak times
- Operational hours are from 6 am to 7 pm, seven days a week
- Must be available to work a variety of shifts, including weekends and holidays
- Variety 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 grounds equipment, including power and hand tools

## DESIRABLE QUALIFICATIONS

- High School Graduate or GED
- College coursework or completion
- CPR/First Aid and defibrillator certification

## HOW TO APPLY

To apply for this position, please submit the following:

- **(Required)** Complete the Port of Edmonds application form found at [portofedmonds.org/business/employment](http://portofedmonds.org/business/employment)
- **(Preferred, but NOT required)** Resume and short cover letter emailed to [info@portofedmonds.org](mailto:info@portofedmonds.org) . If emailing, please use the subject "Seasonal Marina Attendant – Last name, First name."

*The first review of applications for the 2021 summer season will be March 31, 2020.*