



***** Hiring for this position will start in March of 2024 *****

Spend your summer season on a dynamic team and in a fun work environment at the Port of Edmonds! The Seasonal Marina Associate 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 Associate position (40 hours per week). 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, and pressure washers
- Help with fuel dock operations, including greeting customers, accepting payments, and reconciling daily tills
- 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 dock inventory and vessel 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

PAY AND BENEFITS

- Hourly rate of pay is \$20.66
- Retirement Benefits – Seasonal employees qualify for membership in the Washington State Department of Retirement Systems (PERS). Contribution rates for employees vary depending on plan choice.
- Sick Leave – Seasonal employees will accrue paid sick leave at a rate of one hour for every 40 hours worked. There is no cap on the number of paid sick leave hours that may accrue in a year. Paid sick leave will be compensated at an employee's regular rate of pay, excluding overtime rates. Any sick leave accrued which is unused in any year is accumulated for succeeding years for seasonal employees up to a maximum of 40 hours.

HOW TO APPLY

To apply for this position, please submit the following:

- (Required) Complete the Port of Edmonds application form found at <https://www.portofedmonds.org/business/employment/>

- (Preferred, but NOT required) Resume and short cover letter emailed to info@portofedmonds.org . If emailing, please use the subject "Seasonal Marina Associate – Last name, First name."

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