

MARINA SECURITY & CUSTOMER SERVICE REPRESENTATIVE

NOW ACCEPTING APPLICATIONS!

Many recreational boaters have chosen the Port of Edmonds as their homeport for moorage and dry storage because of the added value they receive from our quality facilities and convenient location. The Port employs people with expertise in a wide variety of service and support jobs.

We are seeking a qualified candidate to fill a **Part-time Operations Security/Customer Service Position**. This position will work 20 hours per week, 3:30pm to 10:30pm Saturday and Monday, 4pm to 10pm Sunday. Schedule subject to change in order to provide additional coverage or to meet operational needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrol all areas of the Port to ensure property and facilities are protected from fire, intruders and other hazards.
- Assist boaters who arrive after normal business hours with docking and advise them of guest moorage procedures, availability and loan-a-slip assignments.
- Respond to public and customer inquiries. Provide information on Port regulations, fishing regulations and weather conditions.
- Identify emergencies, notify appropriate organizations, and assist with all emergency responses.
- Close and lock public parks, restroom, boatyard and other areas at specified times. Check doors, windows, safes to ensure that they are properly secured during non-business hours.
- Assist marina and moorage operations with vessel, trailer and dock inventories.
- Enforce marina regulations and policies.
- Perform regular tests on fire extinguishers, generators, snow blowers, and boat pumps. Ensure that emergency response and planning equipment is kept up-to-date and fully stocked. Complete regular checks of life ring boxes, ladders, lights and all safety equipment. Report discrepancies for correction.
- Monitor parking including, regular inventory of vehicles parked in various lots and enforcement of parking areas.
- Prepare accurate shift logs.
- Clean docks, public areas and restrooms as needed.



EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES PREFERRED

- Knowledge of security issues related to facilities and grounds.
- Excellent customer service skills are important.
- Knowledge of marina operations is helpful.
- Ability to perform basic computer functions such as; read and send e-mail, create documents, and assign boats to available slips.
- Ability to solve practical problems and deal with a variety of situations, interpret a variety of instructions furnished in written, oral, diagram, or schedule form, basic mathematical skills such as adding, subtracting, multiplication and division, with or without a calculator.
- Ability to read, and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals, write routine reports and correspondence, speak effectively with customers and co-workers, understand, communicate and enforce marina regulations and policies, write legibly and work independently.

EDUCATION, TRAINING, AND CERTIFICATIONS

- A minimum of a high school diploma or equivalent is required.
- One year of experience in public relations and customer service.
- Qualified candidate must possess a valid driver's license.
- CPR/First Aid/Defibrillator training and Hazardous Waste Certification will be required within the first 12 months of employment.

WORK ENVIRONMENT

- Outside in all weather conditions.
- Various shifts - late PM, early AM, weekends, and holidays.
- Self- directed within established guidelines.

PHYSICAL REQUIREMENTS

- Ability to stand, walk, or bend for extended periods of time, lift, push or, pull objects weighing 50 pounds or less, reach overhead, above shoulders and horizontally.
- Good dexterity of hands, and fingers to operate computers, locks and equipment levers.
- Good hearing and speaking to exchange information.
- Work may be performed in areas of high vehicular and/or pedestrian traffic.

DESIRABLE QUALIFICATIONS

- Course work or previous employment in law enforcement
- Marine equipment operations



EMPLOYEE BENEFITS

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

- Hourly rate of pay is \$18.77
- Paid medical, dental, vision, and prescription insurance for employee
- Life insurance
- Long term disability insurance
- State retirement benefits
- Flexible benefits plan
- Deferred compensation plans
- Health and wellness benefit
- Vacation and sick leave
- Paid holidays
- Holiday Pay premium
- Weekend Shift premium
- Training and education reimbursement plans

HOW TO APPLY

To apply for this position please submit the following:

- Completed Port of Edmonds application form, found at www.portofedmonds.org

Position is open until filled. Next review of applications April 10, 2019

SUBMIT TO:
Port of Edmonds
Marina Security Position
336 Admiral Way
Edmonds, WA 98020

FAX:
425-774-7837

EMAIL:
info@portofedmonds.org