

PORT OPERATIONS STAFF I

PORT OF EDMONDS

**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 over 18 years of age to assist with the daily functions of the marina and moorage operations as a full time [Port Operations Staff I](#). The successful candidate in this position will provide first person contact to customers, tenants and the general public. Collect, process and assist customers with payments, completion of paperwork, answering questions, booking appointments, launching, fueling, providing information and assistance with requests, and resolution of problems associated with marina operations. Provide support to the Port Operations Supervisor in the daily operation of the Travelift, pressure wash and boatyard operations as well as general maintenance and upkeep of the facilities to ensure that they are clean, safe and secure for all users.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate Port equipment to include boat launcher, forklift, fuel dock dispensers and point of sale, cash register, computers, Port vehicles and pressure washer.
- Assist as directed on the Travelift, workboat and blocking of boats.
- Efficient collection of daily revenue for launching, fuel sales, moorage and other marina operations services. Assist in reconciling daily revenues at close of day.
- Provide information on Port regulations, Port facilities, fishing and marine conditions, while maintaining a friendly and professional attitude.
- Perform daily cleaning procedures in restrooms, offices and other public areas as necessary.
- Assist with and or provide docking and securing of vessels.
- Identify, collect, store and record for disposal of hazardous waste materials collected by the Port. Assist with clean up.
- Conduct daily guest moorage and boatyard checks.
- Monitor and clean floats and related facilities.
- Perform other duties as required.



EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES PREFERRED

- Working knowledge of Word, Excel, E-mail programs
- One year experience in public relations and customer service
- General knowledge of marina operations.
- General knowledge of high volume and high customer service operations.
- General knowledge of safety and environmental regulations.
- Problem solving skills and decision making skills for resolving problems quickly.
- Proficient customer service skills
- Basic computer skills and keyboard skills
- Strong math, cash handling and balancing skills
- 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 operate forklift and most Port equipment
- Ability to perform basic maintenance and repair tasks

EDUCATION, TRAINING, AND CERTIFICATIONS

- Valid Driver's License – with a good driving record
- High School Graduate or GED
- Forklift training and certification within 3 months of employment
- CPR/First Aid, and Defibrillator trained within 12 months of employment
- Hazardous Waste Certification within 12 months of employment
- Working knowledge of word, excel, e-mail programs
- One year experience in public relations and customer service

WORK ENVIRONMENT

- Outside in all weather conditions
- Operational hours can be as early as 5am and as late as 7pm seven days a week, so AM, PM, holiday and weekend work will be required
- Fast paced during peak times
- Variety of tasks and learning opportunities

PHYSICAL REQUIREMENTS

- Standing, walking, bending for extended periods of time
- 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

- One year experience in marina operations.
- Forklift training and certification
- Travelift operations
- Washington State Environmental Regulations



EMPLOYEE BENEFITS

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

- Salary \$21.15/hr
- Paid medical, dental, vision, and prescription insurance for employee and dependents
- 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
- Weekend premium pay
- 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 with first review of applications June 11, 2019

SUBMIT TO:
Port of Edmonds
Port Operations Staff I Position
336 Admiral Way
Edmonds, WA 98020

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