SEASONAL MARINA ATTENDANT

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 qualified candidates over 18 years of age to fill a **Full-time Seasonal Marina Attendant position**. Hourly rate of pay is $15.00. The ideal candidate will be able to begin work in May and stay through October. The successful candidate in this position will:

- Provide excellent customer interactions with tenants and the general public
- Will greet customers at the fuel dock, accept payments, and may reconcile daily till
- Assist customers with launching their boats
- Act as a ground safety person for Travelift operations and pressure wash and block boats in the boatyard
- Provide support to Port staff in the daily operation of the marina, dry storage and boatyard operations
- Contribute to general maintenance and upkeep of the facilities to ensure they are clean, safe and secure for all users
- Maintenance and cleaning may include daily cleaning of restrooms, parking lots, docks, painting and minor repairs
- Operate Port equipment to include boat launcher, fuel dock point-of-sale, computers, Port vehicles, pressure washers and pumps
- Assist boaters with docking
- Conduct daily guest moorage and boatyard checks
- Provide courtesy shuttle for visitors to the downtown Edmonds area

EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES PREFERRED

- General knowledge of boating, marina operations or recreational sports
- Problem solving skills and decision making skills
- Proficient customer service skills
- Basic computer and keyboard skills
- Strong math, cash handling and balancing skills
- Excellent communication skills
- Ability to follow instructions and work courteously with co-workers and the public
- 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
- Operational hours can be as early as 6am 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

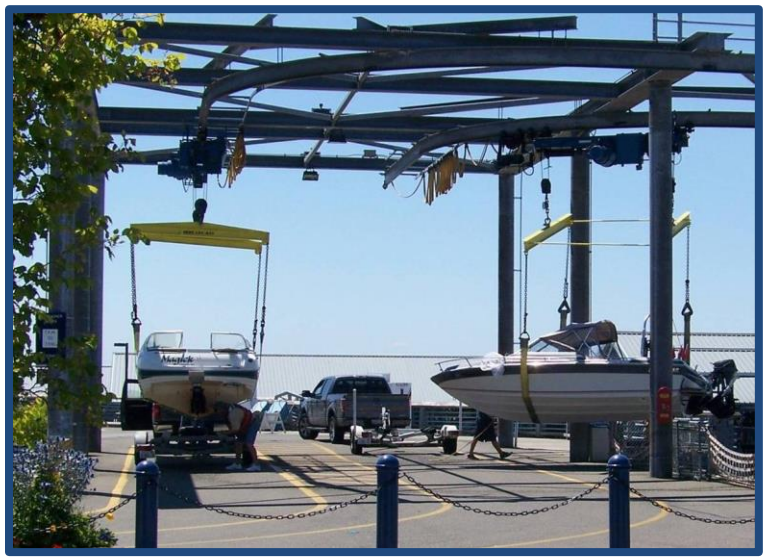
- High School Graduate or GED
- College coursework or completion
- CPR/First Aid, and defibrillator certification

HOW TO APPLY

To apply for this position please submit the following:

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

Applications for this position are accepted year round

SUBMIT TO:
Seasonal Marina Attendant
Port of Edmonds
336 Admiral Way
Edmonds, WA 98020

FAX:
425-774-7837
EMAIL:
info@portofedmonds.org