

**Port of Port Angeles
POSITION DESCRIPTION FORM**

CHECK THE BOX THAT APPLIES:			<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Vacant Position	<input type="checkbox"/> Filled Position
POSITION TITLE: Seasonal Marina Attendant					
INCUMBENT'S NAME (if filled position): n/a					
DEPARTMENT or DIVISION: John Wayne Marina					
FLSA STATUS: Non-exempt			SALARY GRADE: 3		
EMPLOYMENT CLASSIFICATION:					
<input type="checkbox"/> Full-time		<input checked="" type="checkbox"/> Part-time \$20.00 per hr.		<input checked="" type="checkbox"/> Seasonal	

JOB SUMMARY

Spend your summer season outside with a dynamic team and in a fun work environment at the John Wayne Marina! The Seasonal Marina Attendant will play a critical role in the day-to-day operations by helping manage the fuel dock and marina. We are looking for energetic individuals who thrive in a fast-paced work environment and are passionate about 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 Seasonal Marina Attendant positions (2) work at the John Wayne Marina in Sequim, Washington. These positions perform general landscaping, janitorial, and light maintenance duties, as well as fuel sales and customer service.

- Position One: This position will work approximately 32 hours per week, Monday through Thursday. Work will begin in mid-April and end in mid-September.
- Position Two: This position will work approximately 32 hours per week, Thursday through Sunday. Work will begin in mid-April and end in late September.

Seasonal Staff Tuition Bonus Program

Seasonal employees who work 440+ hours in the peak season may be eligible for a **\$2,500 tuition stipend** paid directly to an accredited college, university, academy, or trade school, or a **\$3,000 tuition stipend for a maritime-related program** paid directly to an accredited college, university, academy, or trade school. More details are available during the interview process.

SUPERVISORY RELATIONSHIPS

IMMEDIATE SUPERVISOR'S NAME: Ron Amundson	SUPERVISOR'S TITLE: Harbormaster
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1. What type of supervision is required for this position while performing assigned duties?

The Marina Summer Help positions require close supervision from the Harbormaster and Assistant Harbormaster. At times, the Marina Summer Help will only require limited supervision depending on the project.

2. What responsibility, if any, is there for directing or supervising the work of others:

None

ESSENTIAL FUNCTIONS

List the primary functions of the position in decreasing order of importance by percentage of time spent on each. Functions listed in this section should fall into one or more of the following categories:

- A. Job tasks that are fundamental and are the primary reason(s) for which the job was established.
- B. Any task(s) that is so critical that it cannot be eliminated from the description of the job without significantly changing the position's function or classification.
- C. Any task(s), regardless of the frequency of performance, which cannot be assumed by another employee.

Percentage*	Essential Functions
<input checked="" type="checkbox"/> By month <input type="checkbox"/> By year <input type="checkbox"/> Other:	
40%	Landscaping: <ul style="list-style-type: none"> • Mowing lawns around the marina and adjacent parking lots. • Weed-eating steep embankments. • Raking leaves and yard debris. • Weeding the landscaping around the marina and adjacent parking lots. • Use various landscaping tools such as an edger, trimmers, hand tools, etc. •
20%	Janitorial: <ul style="list-style-type: none"> • Clean and sanitize toilets, sinks, floors, and surfaces in public marina restrooms. • Daily cleaning and maintenance, including but not limited to, cleaning of the restrooms, parking lots, docks, garbage, painting, and minor repairs • Completing various tasks to ensure the property is clean, safe, and secure for all visitors. • Identify, collect, store, and record for disposal of hazardous waste materials collected. Assist with the clean-up of such materials as necessary.
10%	Light Maintenance: <ul style="list-style-type: none"> • Painting, facility trim, and other surfaces. • Grounds clean-up, including litter clean-up. • Use various hand tools such as a paint brush, hammer, etc. • Contribution to the general maintenance of the Marina's facilities
30%	Fuel Sales & Customer Service: <ul style="list-style-type: none"> • Safely dispense diesel and gasoline to boaters on the fuel float. • Calculate fuel sales and make accurate changes for the customer. • Efficiently operate a credit card machine. • Maintain accurate written records of the fuel sales. • Safely perform duties and assist in identifying and correcting potential hazards that could affect marina guests and tenants. • Provide courteous and accurate service to all customers. • Assist with docking and securing vessels

- Provide information on marina regulations and facilities, and marine weather conditions.
- Perform other duties, responsibilities, and special projects as needed

QUALIFICATIONS

Knowledge, Skills, & Abilities Required:

- Ability to safely operate various landscaping, maintenance, and janitorial hand and power tools.
- Knowledge of basic landscaping, maintenance, and janitorial duties and principles.
- Positive attitude to handle the various temperaments of Marina customers.
- Excellent attendance and customer service ability
- Excellent communication skills
- Problem solving and decision making
- Physical ability and stamina to perform manual labor.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to write reports and fill out forms accurately.
- Ability to proficiently utilize calculators, copy machines, and other office equipment.
- Ability to handle cash and balance the tills
- Ability to read, write, and speak the English language at a level for efficient job performance.
- Ability to read, analyze, and interpret business periodicals, government regulations, and company handbooks.

Preferred Work Experience:

- 1+ years of experience performing landscaping, maintenance, and janitorial duties either on the job or at home.
- 1+ years of experience handling cash, making changes, and keeping accurate transaction records.

Preferred Education and Training:

- Valid Washington State driver's license with a good driving record.

PHYSICAL and WORKING CONDITIONS

While performing the responsibilities of the position, the employee is generally required to meet the following physical demands:

1. **Strength**
 - a. LIGHT - Exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands exceed those of sedentary work. Light work usually requires walking or standing to a significant degree.
2. **Movement**
 - a. STOOPING - Bending body downward and forward. May require full use of the lower extremities and back muscles.
 - b. REACHING - Extending hand(s) and arm(s) in any direction.
 - c. HANDLING - Seizing, holding, grasping, turning, or otherwise working with hand or hands.
 - d. FINGERING - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand/arm.
 - e. WALKING – Frequent walking on paved and grass surfaces.
 - f. STANDING – Standing for long periods of time on sloped terrain.
 - g. TWISTING – Twisting the upper body from the waist up to operate a weed eater for long periods of time.
3. **Auditory**

- a. TALKING - Accurately and efficiently expressing or exchanging ideas by means of the spoken word.
- b. HEARING - Receiving detailed information through oral communication by perceiving the nature of sounds.

4. **Vision**

- a. NEAR ACUITY - Clarity of vision at 20 inches or less.

Working Conditions

- a. OUTDOOR ENVIRONMENT - Work is mostly performed outside in all weather conditions. Noise level is usually low but increases when operating the equipment.
- b. Fast-paced during peak times
- c. Variety of tasks and learning opportunities