



Port Operations Staff III – Travelift Operator

Work on the waterfront in beautiful Edmonds, Washington!

The Port of Edmonds manages several recreational boating facilities across our property, including the marina, dry storage, boatyard, Travelift, and public launch. We strive to provide the best customer service experience on Puget Sound while offering quality facilities and excellent value. We employ a dynamic team and offer a fun work environment.

We are looking for an energetic individual who thrives in a fast-paced work environment and possesses a passion for providing friendly, meaningful customer service and an aptitude for operating Travelift equipment. The Port Operations Staff III position plays a critical role in the day-to-day operations by helping manage the marina operations with an emphasis on operating the Travelift and overseeing the boatyard facilities.

Additionally, this position provides first-person contact to customers, tenants, guests, and the public through phone, emails, and in-person communication. When not operating the Travelift, this role helps the marina operations office with the day-to-day activities including processing charges and collecting payments, processing paperwork, booking appointments, and resolving operational issues that arise.

PRIMARY FUNCTIONS

- Ability to perform proficient operation of a 50-ton Travelift (training and certification program is provided by the Port)
 - Perform haul outs, launches, and blocking of vessels up to 60ft in length
 - Manage ground crew members and support staff
 - Schedule and coordinate use of the Travelift, pressure washing, and boatyard activities
- Complete daily inventories and inspections of the boatyard, hazardous waste facilities, public launch, fuel dock, and guest moorage areas
- Operate various Port equipment: workboats, boat launcher, pressure washer, fuel dispensers, small forklifts, office equipment, and Port vehicles
- Help with opening and closing procedures for marina office, fuel dock, and the public launch.
- Occasionally act in a lead capacity when supervisors are unavailable or not on-site
- Aid the Marina Manager, Port Operations Supervisor, and Moorage Coordinator with special projects and tasks

SECONDARY FUNCTIONS

- Perform certain record and bookkeeping functions for the marina office, fuel dock and moorage operations
- Assist with answering phones, helping customers at the service counter, responding to the VHF radio, and dispatching staff to respond to customers
- Coordinate work activities with other full/part time staff and manage projects as assigned

EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES PREFERRED

- General knowledge of marina operations; two years' experience in marina operations (preferred)
- Two years' experience in public relations and customer service (preferred)
- Excellent communication skills; verbal and written
- General knowledge of high volume and high customer service operations (preferred)
- General knowledge of safety and environmental regulations
- Problem solving skills for resolving issues quickly
- Basic computer and keyboard skills; working knowledge of word, excel, e-mail programs
- Ability to follow instructions and work courteously with the public
- Ability to operate forklift and various Port equipment (training provided)
- Travelift operations (experience preferred/training provided by Port)
- Ability to perform basic maintenance and repair tasks

WORK ENVIRONMENT

- Required to stand, walk, or bend for extended periods of time.
- Required to lift, push or, pull objects weighing 50 pounds or less.
- Required to work various shifts; late p.m., early a.m., weekends, and holidays.
- Required to work outside in all weather conditions.
- Required hearing and speaking to exchange information
- Requires handling or working with toxic \ hazardous substances.
- Required to work in areas of high vehicular or pedestrian traffic
- Dexterity of hands, and fingers to operate computers, locks, equipment levers and a variety of grounds equipment including power and hand tools

TRAINING, EDUCATION AND CERTIFICATIONS

- Valid Driver's License with a good driving record
- High School Graduate or GED
- CPR/First Aid, and Defibrillator trained within 12 months of employment (provided)
- Hazardous Waste Certification within 12 months of employment (provided)

EMPLOYEE BENEFITS

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

- Hourly rate of pay is \$26.03
- Vacation and Sick leave
- Paid holidays
- Holiday Pay Premium
- Weekend Pay Premium
- Medical, dental, vision, and prescription insurance
- Life insurance

- Long term disability insurance
- State retirement benefits
- Flexible benefits plan
- Deferred compensation plans
- Health and wellness benefit
- Training and education reimbursement plans

HOW TO APPLY

To apply for this position please:

- Complete the online Port of Edmonds application form, found at www.portofedmonds.org
- Upload cover letter at the end of the online application form

Position is open until filled with first review of applications July 28, 2021