



Marina Operations Manager

Port of Edmonds



Work on the waterfront in beautiful Edmonds, Washington! If you're looking for a rewarding career with exceptional benefits, a collaborative team, and the chance to make a real impact—look no further.

The Port of Edmonds oversees a vibrant waterfront with a full-service marina, dry storage facility, and the Harbor Square Business Complex. We're proud to deliver one of Puget Sound's best customer service experiences, backed by high-quality facilities and a commitment to excellence.

We are currently seeking a dynamic leader who thrives in a fast-paced environment and is passionate about delivering outstanding service. The Marina Operations Manager is a high-impact role that blends operational oversight with strategic planning and team development.



What you'll focus on:

- Lead the day-to-day operations of the Marina, ensuring smooth, safe, and customer-focused service across all functions
- Provide leadership, coaching, and training to Marina Operations and Security staff, fostering a culture of professionalism and responsiveness
- Develop and implement business priorities and financial plans for: marina moorage, dry storage, Travelift operations, boatyard services, fuel dock, and public boat launch
- Collaborate with the Executive Director and Port staff to deliver value to our customers and the broader community through exceptional service and operational excellence
- Work with the Security Supervisor to ensure a safe and secure environment for all Port stakeholders, including tenants, visitors, and staff

Position Responsibilities

- Responsible for the management of daily operations
- Develop and implement the annual goals and objectives of the Marina Operations Department with guidance from the Executive Director
- Provide leadership, supervision, coaching, training, development, and guidance to ensure staff perform all Marina Operations activities proficiently
- Set appropriate operational hours and provide sufficient staff coverage. Establish appropriate schedules, assignment of work, staffing levels, and adequate coverage to accommodate peak and non-peak activity levels
- Recruit, interview, select, and hire permanent full-time, part-time, and seasonal employees
- Develop policy and procedure recommendations that will assist the Port of Edmonds in sustaining a high-quality public facility
- Implement marketing opportunities to drive business and generate marine-related activities that provide promotional and community benefits
- Ensure the Port of Edmonds is an environmental leader through oversight and management of environmental programs
- Work with the Director of Facilities and Maintenance to coordinate marina-related projects
- Produce annual performance reviews and evaluations for direct reporting staff
- Develop and give presentations at Port Commission meetings, retreats, and marina industry meetings
- Participate in event organization and planning
- Represent the Port within the community as directed by the Executive Director
- Perform other related tasks and responsibilities as directed by the Executive Director

Education and Work History

- BA degree in Marina Operations, Public or Business administration, or a related field (Preferred). Outstanding work experience will be considered in lieu of education
- Five years minimum of management experience, including at least two years in marina operations
- Five years of experience in a customer-focused environment

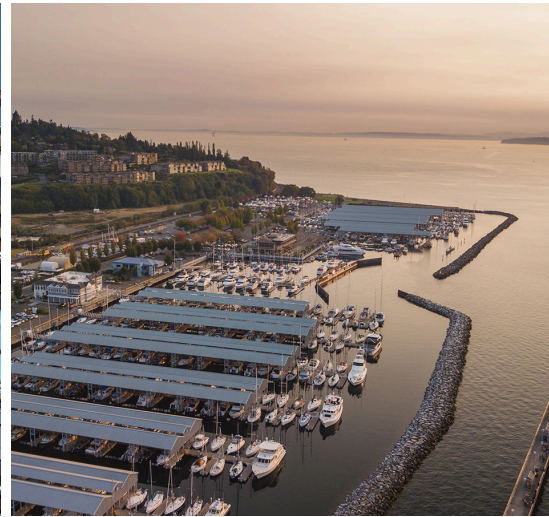
Certifications

- Valid Driver's License (required)
- CPR / First Aid certified (or ability to become certified within 12 months)
- Hazardous Waste Handling Certification (or ability to become certified within 12 months)



You have experience with:

- Environmental compliance, spill recovery, spill reporting procedures, and hazardous waste disposal
- Development and execution of marketing plans
- Managing, motivating, leading, and supervising staff on multiple shifts
- Coaching, training, and developing people to build their skills and a functional team
- Overseeing cash reconciliation and point of sale activities
- Resolving employee and customer conflicts
- Project and program management
- Public relations
- Microsoft Office Products, including Outlook, Excel, and Word



Pay and Benefits

- Starting \$110,000 - \$145,000 DOE
- Position is classified as Exempt
- Medical, dental, vision, and prescription insurance paid up to 100% for the employee and their dependents
- Retirement benefits through the Washington State Department of Retirement Systems, PERS
- Paid vacation and sick leave, including 11 paid holidays per year
- 35k Life insurance with add-on options for low-cost supplemental coverage
- Flexible benefits plan that includes a Medical Flex Spending Account and Dependent Care options
- Deferred compensation plans offered through the Washington State Department of Retirement Systems
- Health and wellness credit to cover gym or activity memberships
- Training and education reimbursement plans

To apply for this position, please:

- Complete the online Port of Edmonds application form, found at <https://portofedmonds.gov/business/employment/>
- Upload your cover letter and resume at the end of the online application form

***The first review of applications will occur on
9/22/2025. Position is open until it is filled***