



Marina Operations Specialist

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.

The Marina Operations Specialist plays a vital role in the daily operations of the Port by supporting the marina, dry storage, fuel dock, and boatyard facilities. We are seeking an energetic individual who thrives in a fast-paced environment and is passionate about delivering friendly, high-quality customer service. This position is essential to creating an exceptional experience for both seasonal recreational boaters and year-round tenants. The ideal candidate will bring a diverse skill set, a passion for enhancing customer experience, and the flexibility to provide coverage across the Marina Operations Department.

What you'll focus on:

- Delivering exceptional customer service to all Port visitors and fostering a welcoming and professional environment
- Training onsite to achieve your operator certification for the Marine Forklifts and Public Boat Launch
- Performing point-of-sale transactions and assisting customers at the Marina Operations Office, Dry Storage Office, and Fuel Dock
- Supporting the upkeep and maintenance of Port facilities to ensure safety, cleanliness, and operational efficiency

Quick facts about the role:

- Starting hourly rate is \$27.54
- The position is full-time
- The Marina Operations team is active! You can expect to walk 1-3 miles during a shift with a mix of indoor and outdoor tasks
- On-shift training is provided, in addition to third-party courses



PORT OF EDMONDS

Position Responsibilities

- Safely operate forklifts, launchers, and other dry storage equipment to launch and retrieve boats
- Assist customers with boat launches through the operation of our Public Sling Launch
- Support the Travelift operation by pressure washing vessels, performing safety duties, and helping to block boats
- Help with fuel dock operations, including greeting customers, accepting payments, and reconciling tills
- Maintain boat move lists, space inventory sheets, and customer reservation requests
- Assist with the daily closing procedure, including reconciling daily revenues
- Contribute to the daily cleaning of the restrooms, parking lots, docks, and office areas
- Provide docking assistance and line handling to incoming boaters
- Identify, collect, store, and record hazardous waste materials
- Conduct daily guest moorage and boatyard checks
- Handle other duties and special projects as required

Your skillset includes:

- Ability to operate marine forklifts and other Port equipment (training provided, previous experience preferred)
- One year of experience in customer service (preferred)
- One year of experience in a maritime environment (preferred)
- Attention to detail and ability to multitask
- Experience with problem-solving and decision-making
- Excellent communication skills
- Ability to accurately process and balance cash and charge transactions
- Ability to perform basic maintenance and repair tasks
- A working knowledge of Microsoft Office products

What can you expect at the port?

- Working outside in all weather conditions
- Fast-paced during peak times
- A wide array of tasks and learning opportunities
- The opportunity to grow within our organization
- A safety-focused mindset
- Must be available to work a variety of shifts, including weekends and holidays

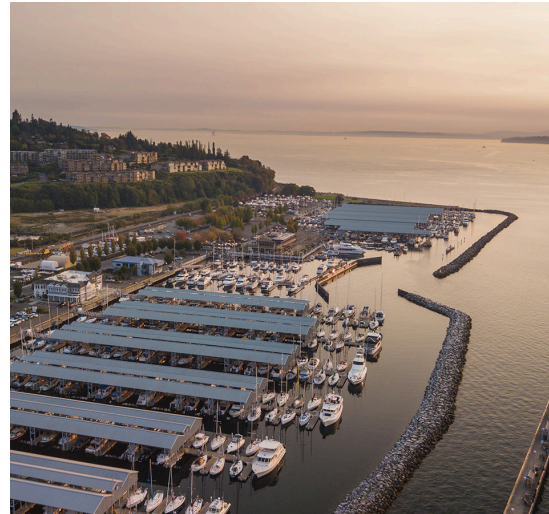
Physical Requirements

- Standing, walking, and bending for extended periods
- 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 equipment, including power and hand tools



Education and Training Information

- High School Graduate or GED (required)
- Valid Driver's License with a clean driving record (required)
- The Port will provide forklift training within three months of the start date
- The Port will provide CPR/First Aid and Defibrillator training within twelve months of employment
- The Port will provide hazardous waste certification (HAZWOPER) within twelve months of employment



Pay and Benefits

- Starting hourly rate is \$27.54
- Medical, dental, vision, and prescription insurance paid up to 100% for the employee and dependents
- Retirement benefits through the Washington State Department of Retirement Systems, PERS
- Weekend Pay Premium; additional 10% of regular rate for all weekend shifts worked
- Paid vacation and sick leave including twelve (12) paid holidays per year
- Holiday Pay Premium of 1.5 x regular rate of pay
- 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
10/13/2025. Position is open until filled.***