

Port Operations Assistant

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 Port Operations Assistant plays a vital role in the daily operations of the Port by supporting the marina office, moorage, boat launch, and fuel dock. 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 Public Boat Launch
- Performing point-of-sale transactions and assisting customers at the Marina Operations 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 $26.54
- 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

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Position Responsibilities

- Responsible for front counter Marina office operations including; front-line customer service with a friendly and professional attitude, providing information of Port regulations, Port facilities, fishing and marine conditions, answering telephones
- Guest moorage, reservations, and record-keeping
- Dispatch staff to fuel dock, public launch, travelift, and Dry Storage
- Cash handling, till reconciliation and daily operations of the point of sale system, collecting and balancing daily revenue for launching, fuel sales, moorage, travelift and boatyard operations
- Arranging travelift and boatyard appointments, reviewing BMPs and Hold Harmless paperwork with customers, collecting payment, applying charges to customer account, and recording boatyard locations
- Operate all of the following Port equipment: boat launcher, fuel dispensers, point of sale system, office equipment and Port vehicles
- Assist Moorage Office with filing and record keeping such as dock checks
- Assist with and/or provide docking and securing of vessels
- Monitor and clean floats and related facilities
- Perform other assigned duties as required

Your skillset includes:

- Ability to be self-directed and work courteously with the public
- Ability to accurately process and balance Marina Operations cash and charge transactions
- Problem solving skills and decision-making skills for resolving problems quickly
- Proficient customer service skills
- Basic computer and keyboard skills
- Strong math, cash handling and balancing skills
- Excellent communications skills
- General knowledge of marina operations
- General knowledge of high volume and high customer service operations
- General knowledge of safety and environmental regulations

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



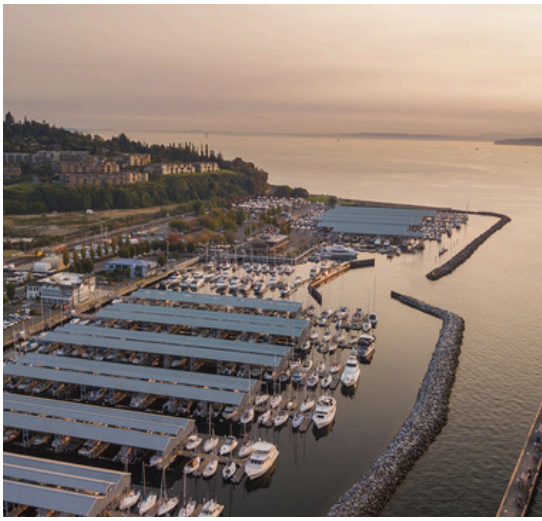
Physical Requirements

- 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

- Valid Driver's License
- High School Graduate or GED
- CPR/First Aid, and Defibrillator trained within 12 months of employment
- Hazardous Waste Certification within 12 months of employment





Pay and Benefits

- Starting hourly rate is $26.54 depending on experience
- 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 11/13/2026. Position is open until filled.

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