



Seasonal Marina Associate

Port of Edmonds



Work on the waterfront in beautiful Edmonds, Washington! If you're looking for a rewarding summer opportunity, 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 Seasonal Marina Associate will play a critical role in the day-to-day operations by helping manage the fuel dock, marina, dry storage, and boatyard facilities. We are looking for energetic individuals who thrive in a fast-paced work environment and have a passion for 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 Port of Edmonds seeks qualified candidates over the age of 18 to fill a full-time Seasonal Marina Associate position (40 hours per week). The ideal candidate will be available to begin work in May and stay through October

What you'll focus on:

- Delivering exceptional customer service to all Port visitors and fostering a welcoming and professional environment
- Training onsite to operate the 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:

- 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

- Provide excellent customer service to Port patrons and the general public
- Operate Port equipment, including the boat launcher, fuel dock systems, computers, vehicles, pressure washers, and pumps
- Help with fuel dock operations, including greeting customers, accepting payments, and reconciling daily tills
- 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
- Contribute to the general maintenance of the Port's facilities
- Completing various tasks to ensure the property is clean, safe, and secure for all visitors
- Daily cleaning and maintenance including, cleaning of the restrooms, parking lots, docks, painting, and minor repair projects
- Provide docking assistance and line-handling to incoming boaters
- Conduct daily guest moorage and boatyard checks
- Drive the courtesy shuttle van, which takes customers to the downtown Edmonds area
- Perform other duties and special projects as assigned

Your skillset includes:

- Ability to follow instructions and work courteously with co-workers and the public
- Excellent communication skills
- General knowledge of boating and marina operations
- Problem-solving and decision making
- Proficient customer service skills
- Basic computer knowledge
- Cash handling and tills balancing
- Ability to perform basic cleaning tasks
- Ability to operate basic equipment

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
- 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 (Desired but not required)
- Valid Driver's License with a clean driving record (required)
- College coursework or completion
- CPR/First Aid and defibrillator certification



Pay and Benefits

- Hourly rate of pay is \$22.40 per hour.
- Retirement Benefits – Seasonal employees qualify for membership in the Washington State Department of Retirement Systems (PERS). Contribution rates for employees vary depending on plan choice.
- Sick Leave – Seasonal employees will accrue paid sick leave at a rate of one hour for every 40 hours worked. There is no cap on the number of paid sick leave hours that may accrue in a year. Paid sick leave will be compensated at an employee's regular rate of pay, excluding overtime rates. Any sick leave accrued which is unused in any year is accumulated for succeeding years for seasonal employees up to a maximum of 40 hours.

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

Hiring for this position will start in April 2026