

## **PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

### **JOB DESCRIPTION: SEASONAL DOCK ATTENDANT SOUTH WHIDBEY HARBOR AT LANGLEY, WA**

Applications are hereby sought by the Port District of South Whidbey Island (Port) for the position of Dock Attendant for the South Whidbey Harbor in Langley, Washington. This is a part-time (up to 30 hrs per week) position, starting immediately, and will include variable scheduling as well as evening, weekend and holiday work as required.

#### General Description of Duties – Under Direction of Harbormaster

Provide friendly customer service and work with the public, assisting with the docking and undocking of boats in the marina, plus incidental sales help. Light maintenance of facilities and grounds including cleaning parking area, marina, public restrooms, and emptying recycling & trash cans. Assist with traffic & parking, and provide information to guests & customers. Monitor rules, regulations, and safety practices at the Harbor, and provide assistance as directed in emergency response.

#### Working Conditions and Schedule:

Must be willing to work in all weather conditions. Work schedule will include up to 30 hours per week flexible hours, with a minimum of 2 days off each work week. Availability to work weekends and holidays.

#### Required Basic Knowledge of:

Good communications skills and customer service a must! Have the ability to use hand and power tools safely. Be able to lift or pull up to 50 lbs weight. The ability to operate or learn to operate a small boat (training provided) and obtain your Washington State Boat License (training and testing provided).

#### Education and Experience:

Equivalent to completion of high school degree is preferable. Any experience in working with the public and customer service, marinas and boating, and/or maintenance/construction is helpful.

#### Minimum Requirements:

Minimum 18 years of age. Reliable and trustworthy. Professional clean appearance as a representative of the Port to the public (work shirts provided). Ability to swim.

Physical Demands:

Must possess: Mobility, strength and stamina to perform minor-to-moderate lifting & line pulling, light maintenance and repairs for boats facilities and equipment, and to respond to emergency situations; Vision to read printed materials; and Hearing and speech to communicate in person and over the telephone. Must be able to operate (or learn to operate) a small powerboat and to swim 25 yards unassisted.

ADA Compliance:

Physical Ability: Tasks Involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Most tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, wind, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and/or toxic/poisonous agents.

The Port is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **COMPENSATION**

The Dock Attendant position is established as a part-time position with an hourly compensation of \$12.00 per hour. No benefits are included.

## APPLICATION INFORMATION

**Applications** The Port is currently seeking applicants for this position. Each applicant must complete an application packet, consisting of the following;

1. Introductory letter or resume including history of work (dates, wages/salary, job title, duties, name/address/phone of employer, reason for leaving); education; references (personal and/or professional); special skills and abilities; and current residential address. Briefly describe why you believe you are suited for this position.
2. Signed consent form, for pre employment screening purposes. Please include copy of current valid drivers license (if available).

### **ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL**

All application packets **must be received in the Port office no later than 4:00pm on Monday, May13, 2013.** All applicants will be subjected to pre-employment screening and verification of information. Applicant/s selected for a follow-up interview will be notified immediately for possible interviews during the week of May 14-17, with the expectation of notifying the preferred candidate/s shortly thereafter for immediate training and assumption of duties as soon as the following week (May 20, including possible work over Memorial Day Holiday weekend).

