PORT DISTRICT OF SOUTH WHIDBEY ISLAND

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

Applications are hereby sought by the Port District of South Whidbey Island (Port) for
This is a temporary part-time (up to 20 hrs per week) position, starting in the last week of
June and running through Labor Day, 2011, and may include variable scheduling as well
as evening, weekend and holiday work as required.

General Description of Duties – Under Direction of Harbormaster & Asst. 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
empting 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 20
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 seasonal 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 Wednesday June 1, 2011. All applicants will be subjected to pre-employment screening and verification of information. Applicant/s selected for a follow-up interview will be notified by June 10, with the intention of notifying the preferred candidate shortly thereafter for immediate training and assumption of duties in the last week of June, 2011.
CONSENT TO RELEASE INFORMATION AND RELEASE FROM LIABILITY

TO WHOM IT MAY CONCERN:

I am an applicant for a position with the PDSWI (Port District of South Whidbey Island). The Port needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. I have authorized PDSWI to gather all available information regarding my employment background and personal history and other information which may be of a confidential or privileged nature.

I, the undersigned, authorize you to furnish PDSWI any and all information that you have concerning me, including without limitation my work record, my background and reputation, my criminal history; including any arrest records and any information contained in investigative files, and any other personal records, including medical, psychological, military service or financial matters. Information of a confidential or privileged nature may be included in the materials you provide to PDSWI. I further specifically consent to the Washington Department of Revenue’s release of any tax returns, as defined by RCW, filed by, on behalf of; or with respect to me, and any tax information, as defined by RCW, that pertains to me. I request your cooperation in supplying this information to PDSWI in response to a request from that office.

I hereby agree to release you and those who supplied you with the above information, your company or organization, and the Port District of South Whidbey Island, its Directors, employees and or agents, from any liability for any damage with may result from furnishing the requested information.

I understand my rights under Title 5, United States code, Section 552a, the Privacy Act of 1974, with regard to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the PDSWI in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to PDSWI.

Applicant’s Signature            date            Driver’s License # (please include COPY!

Applicant’s printed first name        middle initial          last name

Current Address (include mailing if different)

Voluntary: Applicant’s Date of Birth

Previous Address and Dates of Residence

Aliases (include previous married names, maiden name)

Have you been convicted of any crimes in the past 10 years? If so, what?