



## Job Description

<b>Job Title:</b>	Seasonal Dock Attendant	<b>Date:</b>	March 2017
<b>Reports To:</b>	Marina Operations Supervisor	<b>Department:</b>	Operations
<b>Salary Grade:</b>	\$12.00 per hour	<b>FLSA:</b>	Non-Exempt
<b>Manages:</b>	N/A	<b>Category/Hours:</b>	Seasonal/Full Time

### JOB SUMMARY:

The Seasonal Dock Attendant assists in operating the Cap Sante Marina facility, providing exceptional customer service to all Port patrons. Responsibilities include providing dockside customer service, credit card processing, facility cleanup, grounds keeping, and ensuring all facilities are safe and secure. This position is temporary, full-time, working 40 hours per week including weekends and holidays.

### LEVEL OF AUTHORITY:

Freedom to take independent action is very limited. Activities are generally routine or repetitive and covered by well-established procedures, practices, or processes.

### ESSENTIAL FUNCTIONS:

- Provide outstanding, friendly customer service to all Port patrons and employees.
- Conduct dock checks in an effort to maintain current information regarding the status of all guest moorage.
- Maintain cleanliness and safety of marina docks, upland walkways, parking lots, pedestrian areas, Harbor Office, restrooms and other designated areas.
- Assist with docking and securing vessels.
- Assists at the Fuel Dock, as needed.
- Assist Port personnel with a variety of Port equipment and vehicles, including the Harbor skiff.
- Personal appearance must be clean, neat, well-groomed, and in the Port provided uniform.
- Must be able to work weekends and holidays.

### OTHER JOB DUTIES:

Perform other duties, responsibilities, and special projects as assigned.

### WORKING CONDITIONS:

Work is performed primarily outdoors in all weather conditions. This position works on or near water, frequently on uneven, wet and/or slippery surfaces. The incumbent will be required to carry a communication device, usually a cellular phone or radio. The incumbent may be required to wear personal protective equipment in certain situations. Typically, the noise and odor levels in the work environment are moderate, however, there may be exposure to loud noises and foul odors on a daily basis due to marine activity and maintenance and repair.

### KNOWLEDGE, SKILLS, ABILITIES, & OTHER CHARACTERISTICS:

1. Must be 18 years or older.
2. High School Diploma or GED preferred.
3. Experience in customer service, marina operations, small boat operations, and/or cash handling is desirable.
4. Knowledge of Anacortes, the Port, and the surrounding areas is preferred.
5. Must possess excellent customer service skills and the ability to act as an ambassador to the community.
6. Ability to establish and maintain effective working relationships with associates, visitors, customers, and vendors.
7. Highly motivated and able to work independently, yet remain a member of a team.
8. Organized, efficient, and capable of implementing multiple tasks simultaneously.
9. Ability to read, write, understand, and verbally communicate the spoken English word.
10. Ability to recognize hazards and address them according using proper procedures.
11. Must be comfortable with PC based applications including the ability to interface with an electronic, web-based time management system.

**PHYSICAL REQUIREMENTS:**

In the commission of this job the incumbent must have the physical ability to perform all essential job functions including:

1. Ability and stamina to stand, respond quickly, and walk 5-10 miles a day for up to 3 hours at a time.
2. Ability to navigate on uneven, slippery, or wet surfaces often over or near water.
3. Ability to hear, speak, and understand the spoken English word.
4. Ability to read and understand directions in English.
5. Ability to see and adjust focus at close and far distances and perceive depth and color.
6. Ability to lift or carry up to 50 pounds.
7. Ability to crouch, kneel, twist, stoop, reach, bend, pivot, climb, and/or work in tight or confined areas.
8. Ability and dexterity to push and pull with upper arms, forearms, and hands.
9. Ability to hear alarms and audibly identify dangers or hazards.

**OTHER:**

1. Following an offer of employment and prior to starting work, individuals will be required to take and pass a pre-employment drug screen at no cost to the applicant.
2. This job description reflects general details necessary to describe the job’s essential functions and level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, or to otherwise balance the workload.

***The Port of Anacortes is an equal opportunity employer and does not unlawfully discriminate based on any protected classes.***

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. This job description does not constitute an employment agreement between the Port and Employee and is subject to change as the needs of the Port and requirements of the job change.*

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Are you able to perform the essential functions of this job with or without accommodation?  Yes  No  
If testing is required, will accommodation be necessary?  Yes  No

*The Port will make every effort to make accommodations, however, please be aware that fiscal limitations may preclude some requests for accommodations being granted.*

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Signature

\_\_\_\_\_  
Date