

Job Title: Marina Operations  
Department: Marina Operations  
Reports to: Harbormaster & Assistant Harbormaster  
December 2021

This position requires an individual with on the water and office experience, initiative, and strong interpersonal skills to assist the Harbormaster and Asst. Harbormaster in managing the Port's facilities and accommodating its many customers. This includes but is not limited to the following:  
Exceptional customer service skills are required to help customers, guests, and overall general public in varying situations. Always representing yourself and the Port.

**Essential Duties:** Assist the Harbormaster and Asst. Harbormaster manage the marina facilities, , safety policies, vessel operations, maintenance, security, administrative duties, cash handling operations, summer dock staff operational training and oversight.

1. Assist the Harbormaster and Facilities Manager in maintaining and inspecting Port facilities. Help make sure vessels are maintained in a way that complies with Marina Rules & Regulations and Moorage and Live-aboard agreements and help enforce these rules. Reports vessels of concern to the Assistant Harbormaster.
2. Function as after-hours security for Port property and slip assignment for the marina.
3. Operate the pump-out boat for the Port's pump-out program.
4. Take reservations for guests, assign guest spaces, and help manage guest operations, participate in guest promotions and Port hosted events.
5. Help train dock staff, handle cash register duties, track and collect monies for showers, parking, etc. and perform daily rounds/inventories, etc.
6. Operate Port Vessels to move debris in and about the marina.
7. Assist in vessel safety checks and dock box inspections as part of marina wide derelict vessel tracking.
8. Monitor guest moorage electrical program and help train dock staff.
9. Help track and maintain record of boating incidents and accidents and related type items in Port marina facilities.

**Qualifications:**

**Education and/or Experience Preferred:**

High School diploma, GED or equivalent in work experience  
Marina and/or vessel operations  
Must have some managerial experience  
Retail and cash register knowledge

**Skills & Abilities:**

Must have reasoning ability and common sense to resolve problems  
Must be organized and efficient to handle multiple tasks at once efficiently  
Must be able to use computers, cash register, and ability to use several different software programs  
Must be able to operate Port's small vessels  
Must be able to operate small water pumps or learn  
Must be able to operate jib crane, forklift, electrical utility vehicles or learn

**Certifications & Licenses:** (or be willing to obtain)

Valid Washington State Driver's License  
USCG license or Washington State Boater's Card  
First Aid & CPR Training  
Background check by San Juan County Sheriff's office  
Hepatitis series vaccinations  
COVID-19 vaccination

**Working Conditions:**

Work is performed both indoors and outside with frequent interruptions, often in a fast-paced environment. Work outside will be in all weather conditions and on surfaces that may be unbalanced, slippery, moving, inclined and at varying heights above cold and deep water. May be exposed to hazardous materials, work near electricity over water, near fuel tanks or unsanitary conditions. Outside work requires physical stamina and ability to move about freely for long periods of time and carry up to 50 pounds. Indoor work is at varied computer workstations, standing or sitting for long periods of time. Must be able to hear to answer phones, talk on radios and communicate with customers. Must be able to live on an island and travel for training opportunities.

**Hours of Operation & Additional Job Functions:**

Hours are 8-hour swing shifts that include after hours security, 32-40 hours/week depending on season. Work schedule will include weekends, some evenings, and holidays. Occasional callouts required. The essential functions should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to relieve or cover absences, to equalize peak work periods, or otherwise balance the workload and meet the emergency and ongoing needs of the Port and the marina facilities.

**\*Required to wear personal floatation devices, safety equipment and comply with dress and appearance guidelines.**

**Port Benefits Offered: (see current Port Policy for all detailed benefits)**

Health, Life, & Disability Insurance  
Retirement/Pension & Deferred Compensation Programs  
Holiday, Vacation, & Sick Time