

Please send resume with cover letter and completed [employment application form](#) to jobs@portfridayharbor.org

Port of Friday Harbor

Job Title: After Hours Operations/Security

Department:

Reports to: Marina Manager

Hours: Flexible up to 32 hours per week. May through September, shift starts at 5:00 pm

Pay Range: \$19.90 - \$26.86 / hour DOE

Open: Until filled

Principal Purpose of Job: To assist guests and customers in the marina. To ensure a safe and secure environment in all areas of the Port of Friday Harbor properties and facilities. Provide positive response to customers, their questions, requests and concerns and behaviors.

Work Environment: Most of the work is performed outdoors in all kinds of weather. Conditions experienced range from warm, sunny weather to windy, cold and wet weather creating potentially slick and hazardous surfaces on the breakwater and floating docks. Potential safety hazards include falling into cold water, handling hazardous materials, and risk of injury from docking related accidents.

1. May encounter a variety of individuals who may exhibit disruptive, hostile or intoxicated behaviors
2. Required to stand, walk, or bend for extended periods of time
3. Required to lift, push or pull objects weighing 50 pounds or less. Ability to reach overhead above shoulders and horizontally
4. Required various shifts; night shifts, weekends and holidays
5. Required to work outside in all weather conditions
6. Requires good hearing and speaking to exchange information
7. Requires handling or working with toxic / hazardous substances or materials
8. Requires work in high vehicular or pedestrian traffic areas
9. Dexterity of hands and fingers to operate computers, locks, camera, cell phone, etc

Essential Job Functions:

1. Assist after hour's customers with moorage assignments, registration and tie-up
2. Respond to customer inquiries and provide information on Marina Rules & Regulations
3. Patrol and observe the happenings in all areas of Port facilities to ensure property and facilities are protected from fire, intruders and other hazards
4. Identify emergencies, notify appropriate emergency personnel, and assist with all emergency responses

5. Watches for hazards in all facilities and reports them to Marina Operations, Airport Manager or Maintenance Supervisor
6. Check all building doors, windows and gates to ensure that they are properly secured
7. Patrol and regularly validate permits in all parking lots
8. Maintain a daily log of happenings and sightings and reports via e-mail
9. Perform other related duties as required

Additional Job Functions: 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.

Qualifications:

KNOWLEDGE, SKILLS, ABILITIES:

1. Knowledge of marina operations
2. Knowledge of security issues related to facilities and grounds
3. Excellent customer service skills and the ability to speak effectively with customers
4. Ability to appropriately address unacceptable customer behaviors such as loud, unruly, argumentative or intoxicated behaviors
5. Ability to solve practical problems and deal with a variety of situations
6. Ability to understand, communicate and enforce regulations and policies
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
8. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form
9. Ability to handle money and operate a cash register efficiently, balance and carry a cash round bag, manage round tickets and operate a handheld credit card device.
10. Knowledge of basic computer to look up customer accounts, send email and create documents.
11. Ability to write or type routine reports and correspondence
12. Ability to work independently

MANDATORY EXPERIENCE:

1. One year's experience in public relations and customer service

MANDATORY CERTIFICATIONS, EDUCATION & TRAINING:

1. Valid Driver's License
2. High School Graduate or GED
3. Operate Port vehicles
4. Must be at least 18 years of age