

The Resort at Port Ludlow

POSITION TITLE: Dock Attendant

BASIC FUNCTION:

Provides customer service to boaters including but not limited to line handling, fueling of boats, maintenance on docks and grounds, retail sales including support at the Marina Store, fuel dock and rental fleet.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- The Dock attendant II is responsible for routine maintenance, damage repair, and replacement of the physical parts of the Marina, including all equipment, docks, vehicles, buildings, tools, roads, utilities, and fire protection.
- Assisting large boats docking and undocking (in unfavorable wind and current situations).
- Securing water and electrical supply to boats as required. Check dock lines and utility supplies as necessary during changing weather conditions.
- Fueling boats within safety requirements and assistance with taking on of supplies, water, battery charging, etc. (knowledge of proper fuel, oils, etc., essential) - must write up retail transactions.
- Holding tank pump outs.
- Perform duties as store clerk, as required by Marina Supervisor.
- Assist with retail inventories as needed.

QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

- High School Diploma/GED or equivalent
- Must be able to swim
- Man Overboard Procedures / CPR First Aide

- 2 years or more of maintenance experience
- Good communication skills, and telephone etiquette
- 1 year or more experience with a cash register preferred
- 1 year or more marina experience preferred
- Working knowledge of computers, Excel spreadsheets, Word software preferred
- VHF Radio Communications skills
- Valid WA State Driver License
- 21 years or older

ENVIRONMENT:

Majority of work is out of doors in all kinds of weather, sometimes inclement or stormy. During serious storms the Dock Master may remain in the marina all night, for periodic patrols on the docks.