



Job Description

JOB TITLE: Marina Intern

FLSA: Non-Exempt

REPORTING TO: Harbormaster

DATE: 06/01/2021

Summary

The Marina Intern is responsible for maintaining the grounds and facilities of the Port of Kingston. This role will provide assistance and information on facilities, services and events to marina customers and exhibit a high level of customer service, professionalism and responsiveness.

Essential Functions

- Maintain the Port marina infrastructure, facilities, park grounds, parking lots, laundry room/restrooms, and maintenance shop.
- Assist in the collection of parking money and issue parking citations for non-compliance.
- Respond to tenant and guest inquiries.
- Keep the Harbormaster apprised of any safety concerns. Take immediate action with conditions threatening the life or safety of any person or property.
- Assist the Harbormaster to enforce port rules and regulations.
- Ensure the docks are clean and free of obstructions, maintains the cleanliness of the parking area, restroom and laundry room and park grounds for the safety and enjoyment of all users.

Education and Experience

- Experience in landscape maintenance, other maintenance/repair, or related employment desirable.
- Experience in a customer service related position desirable. Knowledge of boating/maritime industry and familiarity with vessel types and marine terminology desirable.
- Possess a valid Washington Driver's License with an acceptable driving record.

Knowledge, Skills & Abilities

Communication. You pride yourself on delivering clear, effective communications and possess active listening skills.

Customer Focus. You always keep internal and external customer(s) in mind. You strive to proactively address customer concerns and needs and to provide consistent customer satisfaction.

Work Excellence. You show concern for quality, accuracy, and completeness of work activities. You plan your work activities in advance to ensure that assignments are completed timely and accurately.

Bias for Action. You have an eagerness to take initiative and persist in accomplishing objectives despite obstacles and setbacks. You work to complete deliverables with a high sense of urgency and ownership.

Collaborative and Inclusive. You are a team player with the ability to work collaboratively and comfortably with internal and external stakeholders who have diverse skills and experience. This includes co-workers, tenants, guests and the public.

Additional Requirements

The Port offers office and outdoor work environments. This role works in both office and outdoor environment year-round and in all weather conditions (rain, snow, and extreme heat or cold). This role works on docks, waterfronts and moorage facilities and on surfaces that may be unbalanced, slippery, moving, inclined and at varying heights above deep water.



Job Description

This role will be required to sit, stand, walk, reach, bend, kneel, climb, drive, lift and/or move up to 100 pounds throughout the work day. This role will also require seeing up close, at a distance and in color, peripheral vision and depth perception and hear warnings and other audible indications of dangerous conditions.

The functions of this role works during the day, but the schedule will not always fit into a regular schedule and may vary between high boating season (April through October) and the rest of the year.

This role may operate a variety of tools and equipment. This role uses appropriate safety gear, as needed.

About the Port of Kingston

The Port operates in accordance with the laws and statutes of the State of Washington. It is governed by three Port Commissioners elected by the constituents of Kitsap County.

The mission of the Port of Kingston is to enhance the economic and social well-being of the Port District Residents by support of the economy, and by providing a waterfront facility for recreation and leisure activities. www.portofkingston.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of people so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.