



## Job Description

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**JOB TITLE:** Dockhand – Seasonal Worker  
Part-time (24-32hrs/week)

**REPORTING TO:** Director, Operations & Real Estate

**FLSA:** Non-Exempt

**BENEFITS:** No benefits are offered with this position except those required by the state or federal law.

Applicants must be 18 years of age or older, High School Diploma or GED and have a valid driver license.

**SALARY:** \$18.00 to \$22.00 per hour

**CLOSING DATE:** Open Until Filled

### Summary

The Port of Kingston Marina is seeking a friendly and dedicated Seasonal Dockhand to join our team. The core responsibility of this position is to provide exceptional hospitality to traveling boaters. Additional duties include fuel dock operations, dock cleaning, restroom maintenance, parking lot enforcement, catching lines, greeting guests, pump-out services, light landscaping, assisting maintenance, dock audits, and supporting the office with vessel coordination and other hospitality services.

### Essential Functions

#### Customer Service and Hospitality:

- Provide outstanding, friendly customer service to all Port guests and tenants, including answering, responding to, and managing customer requests and inquiries in person and over a VHF radio.
- Assist traveling boaters with their needs, ensuring a welcoming and pleasant experience. Act as a tourism ambassador by sharing local knowledge and promoting local venues and events.
- Assist the office with coordinating guest moorage and other hospitality services, including dock operations and line handling.

#### Dock Operations:

- Assist with docking and securing vessels, including vessel check-in and check-out.
- Operate equipment and tools required for daily dock operations, including the Port pump-out cart and electric vehicle, pressure washers, VHF radios, Tablets, and other equipment.
- Manage fuel dock activities, including fueling boats and handling transactions.
- Assist with pump-out services for boaters.

#### Safety and Maintenance:

- Safely perform duties and assist in identifying and correcting potential hazards affecting marina guests, tenants, and Port staff.
- Maintain cleanliness and safety throughout the marina, including docks, upland walkways, parking lots, pedestrian areas, Harbor Office, waste management areas, and other designated areas.
- Conduct regular dock audits to ensure docks are free of hazards and obstructions, monitor vessel conditions, and report maintenance concerns.
- Perform minor landscaping tasks to maintain marina grounds.
- Assist with and conduct minor maintenance tasks as needed.

#### Cleaning:

- Perform pressure washing and rinsing of docks to maintain cleanliness.
- Clean and restock restrooms regularly.
- Maintain general cleanliness of Port facilities and walkways.

#### Other Duties:

- Monitor and enforce parking regulations.
- Event set up and clean up.
- Perform other duties, responsibilities, and special projects assigned by marina management.

### Education and Experience

- High School Diploma (HSD) or General Equivalency Degree (GED); and one (1) year of experience in landscape maintenance, other maintenance/repair, or related employment.
- Experience in a customer service-related position is desirable.
- Knowledge of boating/maritime industry and familiarity with vessel types and marine terminology preferred.



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- Experience with cleaning tools and cleaning products preferred
- 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 tasks and goals with a 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 is primarily an outdoor environment in all weather conditions. 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.

This role will be required to sit, stand, walk, reach, bend, kneel, climb, drive, lift and/or move up to 100 pounds throughout the workday. 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.

This role must have fire and environmental safety knowledge. This role should be familiar with emergency procedures for the Port facilities and offices to address boat sinking, fuel spills, accidents, fire and/or thefts.

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 supporting the economy, and by providing a waterfront facility for recreation and leisure activities.

[www.portofkingston.org](http://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.*