



Job Description

JOB TITLE: Landscape Assistant – Seasonal Worker

FLSA: Non-Exempt

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

SALARY: \$18.00 to \$22.00 Per hour

REPORTING TO: Director of Operations

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

CLOSING DATE: Open until Filled

Summary

The Landscape Assistant 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 customers and exhibit a high level of customer service, professionalism and responsiveness.

Essential Functions

- Maintain the Port park grounds, parking lots, laundry room/restrooms. .
- Assist with landscaping and yard work (i.e., mowing, trimming lawn and trees, edging, leaf blowing, and pressure washing)
- Assist with cleaning dock sections as needed
- Assist in the collection of parking money and issue parking citations for non-compliance.
- Respond to tenant and guest inquiries.
- Keep the Operations Manager apprised of any safety concerns. Take immediate action with conditions threatening the life or safety of any person or property.
- Assist the Operations Manager / Director of Operations enforcing port rules and regulations.
- Ensure the cleanliness of the parking area, restroom and laundry room and park grounds for the safety and enjoyment of all users.

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 desirable. Knowledge of boating/maritime industry and familiarity with marine terminology 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 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.



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Additional Requirements

The Port offers office and outdoor work environments. This role works outdoors year-round and in all weather conditions (rain, snow, and extreme heat or cold).

This role will be required to sit, stand, walk, reach, bend, kneel, climb, drive, lift and/or move up to 50 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 typical work schedule for this position is approximately **32 hours per week**. The functions of this role are performed primarily during daytime hours; however, the schedule will not always follow a regular forty-(40)-hour structure and may vary between the high boating season (April through October) and the remainder of the year.

This role must operate a variety of tools and equipment required for Park operations competently and safely. 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.