



**Seasonal Maintenance Assistant:  
Marina/Marine Terminals**

**Purpose of position:** The Seasonal Maintenance Assistant performs and/or assists with various tasks related to the maintenance and operation of the Marina complex or the Marine Terminals facilities. This position interacts with Port customers and guests, and is expected to represent the Port in a helpful and energetic manner.

**Primary duties specific to Marina:**

- ≈ Perform groundskeeping and light landscaping including weeding, mowing, watering, raking, power washing, picking up litter, emptying garbage cans, etc.;
- ≈ Perform janitorial duties, including daily cleaning and stocking of restrooms;
- ≈ Check parked vehicles to ensure payment compliance;
- ≈ Monitor and maintain ticket machines;
- ≈ Clean launch ramps of logs, bark and other debris;
- ≈ Direct traffic to ensure smooth traffic flow for guests launching and retrieving vessels;
- ≈ Assist with the set-up and tear-down of events;
- ≈ Assist Port staff in providing customer service at the fuel dock;
- ≈ Respond positively to customer’s questions and requests for assistance.

**Primary duties specific to Marine Terminals:**

- ≈ Landscaping, including weeding, mowing, watering, raking, and pressure washing;
- ≈ Janitorial duties, including daily cleaning of restrooms and lunchrooms;
- ≈ Internal/external painting;
- ≈ Miscellaneous errands;
- ≈ Must be eligible for a Transportation Worker Credential (TWIC card).

**Education and/or Experience:**

High school diploma or general education degree (GED). Valid driver’s license. First aid/CPR certification a plus.

**Required Skills and Abilities:**

Ability to read and write the English language and to communicate effectively. Ability to complete basic math calculations. Recreational boating experience a plus.

<p><b>Application Process:</b> To apply for this position please submit the following:</p> <ul style="list-style-type: none"> <li>▪ A Port of Everett application form as found on our website at <a href="http://www.portofeverett.com">www.portofeverett.com</a></li> </ul>	<p><b>All materials should be submitted to:</b> Port of Everett Human Resources 1205 Craftsman Way, Suite 200 Everett, WA 98201  email: <a href="mailto:elizabetho@portofeverett.com">elizabetho@portofeverett.com</a></p>
<p><b>Employment Terms:</b> This is a full-time seasonal non-exempt position. Work hours may be required on weekends, evenings, early mornings and holidays.</p>	<p><b># of Positions Available:</b> up to 3  <b>Wage:</b> \$13.50 per hour.</p>

The Port of Everett is committed to providing a work environment that provides equal opportunity in all aspects of employment without discrimination on the basis of religion, age, sex, marital status, sexual orientation, race, color, creed, national origin, political affiliation, military or veteran status, or disability status. Applicants who require assistance with the recruitment process will be reasonably accommodated.