



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

The Port is building a candidate pool for the annual hiring of Spring/Summer Seasonal Assistants. Interviews will be held on an as-needed basis through April 2020.

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 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 to apply for and obtain a Transportation Worker Credential (TWIC card).

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.

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>Application Process: To apply for this position please submit the following:</p> <ul style="list-style-type: none"> ▪ A Port of Everett application form as found on our website at www.portofeverett.com 	<p>All materials should be submitted to: Port of Everett Human Resources 1205 Craftsman Way, Suite 200 Everett, WA 98201 email: lizo@portofeverett.com</p>
<p>Employment Terms: This is a full-time seasonal non-exempt position. Work hours may be required on weekends, evenings, early mornings and holidays.</p>	<p>Wage: \$15.00 per hour.</p>

The Port of Everett is an Equal Opportunity employer.