

Summer Dock Attendant Squalicum

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Company: Port of Bellingham

Location: Bellingham

Category: other-general

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Send completed applications to: Port of Bellingham P.O. Box 1677 Bellingham, WA 98227 Fx: (360) 671-6411 Application forms are also available at the Port Administration Building 1801 Roeder Ave. Bellingham, WA 98225 Any open positions will be posted below

Description	Qualifications	Special Requirements
Employment Notifications	**Summer Dock Attendant Squalicum**	The Seasonal Dock Attendant assists in daily operations at Squalicum Harbor during the peak season by providing exceptional customer service to all Port patrons. Responsibilities include but are not limited to dockside customer service, facilities clean-up, and special projects as assigned by the Harbormaster. These responsibilities may at times be completed independently, or with the assistance of another Dock Attendant or Harbor Staff. Activities are generally routine and covered by established procedures, practices, or processes. **ESSENTIAL FUNCTIONS:**

- * Provide excellent, friendly customer service around

the Harbor. * Conduct frequent dock checks to verify vessels occupying guest-moorage spaces. * Maintain cleanliness and safety of marina docks, walkways, restrooms, parking lots, and garbage/recycling areas. * Assist in docking of incoming visitor vessels by catching lines. * Perform daily walk-throughs to assess items in need of repair by Port Maintenance team. * Assist Port Staff with a variety of Port equipment including the Harbor skiff, forklifts, and pump-outs. * Come to work on time, well-groomed, and dressed appropriately. * Must be able to work weekends and holidays. ****Qualifications**** Experience in customer service is preferred. Must have a good attitude and pleasant demeanor when interacting with customers and staff. Knowledge of Marina operations, small boat handling, and commercial fishing or local cruising is desired. Strong knowledge of the Bellingham area and surrounding communities and attractions. Ability to hear alarms and audibly identify dangers or hazards. Experience in custodial/janitorial service is desirable. Must possess the ability to act as an ambassador to the community. Must have the ability to hear, speak, and understand the spoken English word. ****Special Requirements**** This position requires physical labor, as well as working in the elements. Candidates must be able to bend, stoop, kneel push, pull and lift. ****Miscellaneous Information**** APPLICATION PROCESS: Application materials are available by contacting the Port of Bellingham at 1801 Roeder Avenue, Bellingham, WA by calling 360-676-2500 or visit our website at www.portofbellingham.com. Interested individuals must complete the standard application form. THIS IS AN EQUAL EMPLOYMENT OPPORTUNITY. Applicants with Disabilities: As provided for under the Americans with Disabilities Act (ADA), the Port will provide reasonable accommodation during an examination or testing process. To request assistance, contact the Human Resources Department at 360-676-2500. The Port of Bellingham is committed to a smoke free environment. Job candidates must be able to operate effectively in this work environment. Applicants who are offered employment will be required to provide proof of U.S. citizenship, permanent residence status or employment authorization, and proof of identification (photo I.D.). This requirement is the result of the Federal Immigration Reform and Control Act.

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