



1804 Scott Road, Suite 303 • P.O. Box 872  
Freeland, WA 98249

Phone: 360-331-5494 Fax: 360-331-5414  
[www.portofsouthwhidbey.com](http://www.portofsouthwhidbey.com)

## **PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

### **JOB DESCRIPTION: SEASONAL DOCK ATTENDANT SOUTH WHIDBEY HARBOR AT LANGLEY, WA**

Applications are hereby sought by the Port District of South Whidbey Island (Port) for the position of Seasonal Dock Attendants for the South Whidbey Harbor in Langley, Washington. This is a temporary, part-time (up to 30 hours per week) position, starting immediately and ending September 1, 2025, and will include variable scheduling as well as evening, weekend and holiday work as required.

#### General Description of Duties – Under Direction of Harbormaster

Provide friendly customer service and work with the public, assisting with the docking and undocking of boats in the marina, plus incidental sales help. Light maintenance of facilities and grounds including cleaning parking area, marina, public restrooms, and emptying recycling & trash cans. Assist with traffic & parking, and provide information to guests & customers. Monitor rules, regulations, and safety practices at the Harbor, and provide assistance as directed in emergency response.

#### Working Conditions and Schedule:

Must be willing to work in all weather conditions. Work schedule will include up to 30 hours per week flexible hours, with a minimum of 2 days off each work week. Availability to work weekends and holidays.

#### Required Basic Knowledge of:

Good communications skills and customer service a must! Have the ability to use hand and power tools safely. Be able to lift or pull up to 50 lbs weight. The ability to operate or learn to operate a small boat (training provided) and obtain your Washington State Boat License (training and testing provided).

#### Education and Experience:

Equivalent to completion of high school degree is preferable. Any experience in working with the public and customer service, marinas and boating, and/or maintenance/construction is helpful.

#### Minimum Requirements:

Minimum 18 years of age. Reliable and trustworthy. Professional clean appearance as a representative of the Port to the public (work shirts provided). Ability to swim.

#### Physical Demands:

Must possess: Mobility, strength and stamina to perform minor-to-moderate lifting & line pulling, light maintenance and repairs for boats facilities and equipment, and to respond to emergency situations; Vision to read printed materials; and Hearing and speech to communicate in person and over the telephone. Must be able to operate (or learn to operate) a small powerboat and to swim 25 yards unassisted.



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ADA Compliance:

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and/or toxic/poisonous agents.

The Port is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **COMPENSATION**

The Seasonal Dock Attendant position is established as a part-time position with an hourly compensation of \$17.50 per hour. The position includes sick leave accrued at the rate of one (1) hour for every forty (40) hours worked.

## **APPLICATION INFORMATION**

Please fill out the attached Application for Employment and submit to [harbormaster@portofsouthwhidbey.com](mailto:harbormaster@portofsouthwhidbey.com), or drop off at the South Whidbey Harbor 9:00 a.m. – 4:00 p.m. Call (360) 221-1120 with questions. Please note that following confirming qualifications and prior to starting work, individuals will be required to consent to a background check.

**ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL**

# APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

## GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone ( ) -
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## POSITION

Position Or Type Of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

## EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If no, list the highest grade completed						
<b>College, Business School, Military (Most recent first)</b>						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
	From	Quarterly or Semester Hours	Other (Specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date		
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date		
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date		
Languages Read, Written or Spoken Fluently Other Than English						

## VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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## SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)
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**WORK EXPERIENCE** (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number (    )    -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number (    )    -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Interviewer's Comments:
