

PORT OF PORT TOWNSEND

POSITION DESCRIPTION

Position Title: **Pump-out Skiff Operator**
Department/Location: **Boat Haven and Point Hudson Marinas**
Reports to: **Harbormaster**

Position Summary:

The Mission of the Port of Port Townsend is to serve the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, to provide community access to Port facilities and services, and to protect and maintain our community resources and maritime heritage. The Pump-out Skiff Operator (POSO) plays an essential role in accomplishing the Port's Mission and will be a member of a collaborative and team-oriented work environment.

The POSO at the Port provides moorage customers with pump-out services, coordinates with moorage staff and check-in stations for the day's pump-out schedule, and provides friendly, and helpful assistance to vessel owners, operators, marina customers, and the general public as a community resource and contact person.

Major Duties and Responsibilities

Duties and responsibilities shown are intended to indicate the type of work performed and are not an exhaustive list of all tasks that may be assigned to this position.

- A. Operates a 21' aluminum skiff in narrow marina waterways and safely ties up in many different positions.
- B. Safely operates a vac-pump for the collection of boat sewage, and disposal of sewage into septic system.
- C. Coordinates with marina office and check-in stations to determine the day's pump-out schedule.
- D. Accurately tracks and records pump-outs by location, customer, and vessel and turns in daily to Moorage staff which will allow them to bill customers.
- E. While operating in the marinas, is alert for necessary maintenance issues, for empty slips/spaces, and Port policy compliance and parking.
- F. Provides helpful information on Port policies and helps resolve customer disputes.
- G. Promotes, sells, and markets Port through knowledge of Port services and facilities.
- H. Monitors and enforces moorage environmental and other regulations.
- I. Performs safety and emergency service duties and responsibilities.
- J. Performs other duties as assigned.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform all of the duties in an efficient and competent manner. The requirements and conditions listed are representative of the minimum levels.

1. Education: High school diploma or GED required.
2. Knowledge/Experience: Knowledge of nautical terms and a high degree of experience or familiarity with recreational or commercial fishing vessel operation experience preferred.

Certificates and Licenses

Must have a valid Washington State Driver's License and Washington Boaters Education ID Card. Provide validation of or be able to undergo Hepatitis A and B vaccinations or sign refusal consent form. Background check is required.

Use of Tools/Skills

Must be able to operate 21' aluminum skiff, with a single 140hp outboard engine, equipped with vac-pump with motor and hoses.

Must be able to operate hand-held radios, digital camera, and cellular phone.

Physical Requirements

Physical demands reflect the position's responsibility for running a skiff outdoors in all types of weather. Physical efforts require extended periods of walking, stooping, reaching, feeling, bending, kneeling, climbing, grasping, handling, and talking, both in person and over the phone or radio. Requires general good vision and hearing. Position may also require standing, crawling, swimming, sitting and the ability to push, pull, lift, and carry up to 50 pounds.

Work Environment

The work is mostly outdoors and performed in all types of weather. Conditions may range from warm and sunny to wet and windy, creating hazardous surfaces on all docks. Temperatures may range from as low as 0 to as high as 100 degrees Fahrenheit. Hours are up to 20 per week, with a maximum of 5 per day, 4 days per week. Work will be Tuesday, Wednesday, Saturday, and Sunday. Hours may vary during the day. Required to wear a PFD, identification badge and comply with Port dress and appearance guidelines. This position requires working weekends and may include occasional overtime.

Equal Opportunity Employer – Americans with Disabilities Act