



**PORT OF BREMERTON  
POSITION OR JOB DESCRIPTION**

**Airport/Marina Attendant**

**Revised: November 2019**

- I. INTRODUCTION:** This entry-level position performs general, unskilled custodial, grounds keeping, and customer service work and may be assigned at any of the Port's facilities. The employee is required to possess or be able to rapidly learn fundamental skills and knowledge involving grounds, building, and facility custodial care and customer service. Union membership is required.
- II. DUTIES AND RESPONSIBILITIES:**
- A.** Perform work as scheduled and assigned by Lead or Manager following appropriate safety and operational procedures.
  - B.** Perform work necessary to maintain appearance of grounds and cleanliness of facilities.
  - C.** Operate limited tools and equipment related to basic grounds keeping and custodial duties including, but not limited to, hand and power tools, sedans, trucks, and mowing equipment.
  - D.** Operate marina fueling equipment including the associated point of sale system.
  - E.** Operate the installed marina sewage pump-out system.
  - F.** Transact business (fuel sales and retail sales) with the public including use of cash, checks, credit cards and prepaid accounts.
  - G.** Assist in docking/parking and repositioning boats as required.
  - H.** Become familiar with facility spill response plans and be able to respond appropriately. Know location and use of spill kits.
  - I.** Perform routine/periodic cleaning of buildings, structures, grounds, vehicles, and equipment, and make appropriate record of such work.
  - J.** Participate in specialized cleaning and custodial work including, but not limited to: floor buffing, pressure washing, and snow removal operations.

- K. Be alert to situations requiring immediate response to ensure cleanliness, safety, and preservation and protection of life and property. Observe, note, and report maintenance and security problems to Lead or Manager.
- L. The following duties will be required by those assigned to the Bremerton and Port Orchard Marinas:
  - 1. Become familiar with marina fire suppression systems and immediate actions to be taken in case of boat fire in moorage.
  - 2. Become familiar with initial response actions for a moored vessel taking on water.
- M. Other duties as assigned.

III. **POSITION CONTROL:** This position is under the direct oversight and control of a designated Lead or Manager at assigned Port facilities. No positions are supervised by the employee.

IV. **TRAINING:** The employee in this position will be required to undertake and successfully complete to the satisfaction of a designated supervisor, training in all areas of assigned responsibilities including, but not limited to, depending on work location, training in first aid, familiarity with use of fire extinguishers and fire suppression systems, de-watering pump operations, hazardous materials, fueling procedures, and spill response.

V. **QUALIFICATIONS:**

- A. Minimum requirement of experience of at least one year of employment with a business involved in related work of general grounds keeping or building custodial care and/or equivalent is desirable.
- B. Skills or familiarity with airport or marine environment is desirable.
- C. High School graduate or equivalent is required. Good writing and math skills are desirable.
- D. Valid Washington State driver's license is required. A commercial driver's license is desirable.
- E. Ability to greet and serve public customers which requires good oral communication skills.

VI. **ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the "Duties and Responsibilities" and the "Qualifications" sections of this job description. All qualifications and duties and responsibilities are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skill, experience, and/or ability required. Some requirements may be modified to accommodate individuals with disabilities.

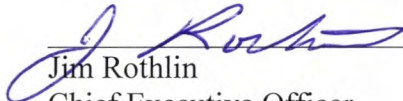
**VII. PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities:

A. While performing the duties of this job, the employee is required to stoop, bend, lift, carry, and push a minimum of 50 pounds on a regular basis. (Operating a push mower and weed eater, weeding in rough terrain, carrying garbage containers, general building and grounds cleaning are examples of such work.)

**VIII. WORKING CONDITIONS:** This position involves both outdoor and indoor work. The employee may work early morning, late evening, emergency, and weekend shifts.

**IX. OTHER:**

A. The consideration of safety is paramount in all work-related activity. The person in this position must possess a high level of awareness, judgment, and stability. In addition, the employee must be polite, courteous, and have the ability to work well with supervisors, co-workers, and the public in a variety of circumstances.

  
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Jim Rothlin  
Chief Executive Officer