

Port Security Officer I

Port of Edmonds

Work on the waterfront in beautiful Edmonds, Washington! If you're looking for a rewarding career with exceptional benefits, a collaborative team, and the chance to make a real impact—look no further.

The Port of Edmonds oversees a vibrant waterfront with a full-service marina, dry storage facility, and the Harbor Square Business Complex. We're proud to deliver one of Puget Sound's best customer service experiences, backed by high-quality facilities and a commitment to excellence.

We are looking for an energetic individual who thrives in a fast-paced work environment and is passionate about providing friendly, meaningful customer service. The Port Security team plays a critical role in the day-to-day operations. Our security team ensures a safe environment in all areas of the Port property while emphasizing customer service. This position helps oversee the marina, boatyard, dry storage facility, fuel dock, and Harbor Square Business Complex. In addition to patrolling the Port property, this role answers general questions, assists with securing boats in the marina, assigns moorage, and manages the phone after hours.

What you'll focus on:

- Delivering exceptional customer service to all Port visitors and fostering a welcoming and professional environment
- Performing point-of-sale transactions and assisting customers at the Marina Operations Office and Fuel Dock
- Supporting the upkeep and maintenance of Port facilities to ensure safety, cleanliness, and operational efficiency



Quick facts about the role:

- Starting hourly rate is $28.00
- The position is full-time
- The Port Security team is very active! You can expect to walk 1 to 3 miles during and enter/exit a vehicle 20 to 50 times per shift
- On-shift training is provided, in addition to third-party courses

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Position Responsibilities

- Responsible for friendly and professional customer service
- Provide docking assistance to incoming boats and help with the securing of vessels
- Manage the after-hours guest moorage program by assigning slips, sharing procedures, and answering inquiries about availability
- Patrol all areas of the Port to ensure property and facilities are protected from fire, crime, and other hazards (Foot patrol and vehicle patrols required)
- Identify emergencies, notify appropriate organizations, and assist with incident responses
- Assist with vessel, trailer, and dock inventories
- Close the Port facilities after business hours and ensure gates, doors, windows, restrooms, buildings, and park areas are secure
- Help prepare and stock emergency response equipment
- Complete regular checks of life ring boxes, ladders, lights, and all safety equipment
- Perform general cleaning of facility as needed
- Uphold Port regulations and policies
- Monitor parking program including, regular inventory of vehicles and parking enforcement
- Prepare accurate shift logs
- Perform general vehicle maintenance and fleet upkeep (fueling and cleaning)
- Perform other related duties as required.

Your skillset includes:

- Knowledge of marina operations (preferred)
- Basic knowledge of boats (preferred)
- Excellent customer service skills (required)
- Strong written and verbal communication (required)
- Knowledge of security issues related to facilities and grounds (preferred)
- Knowledge of basic computer functions such as ability to send e-mail and create documents (required)
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form (required)
- Ability to write routine reports and correspondence (required)
- Ability to understand, communicate and enforce marina regulations and policies (required)
- Ability to work independently (required)
- Ability to swim and comfortable working on docks/around the water (required)

What can you expect at the port?

- Working outside in all weather conditions
- Fast-paced during peak times
- A wide array of tasks and learning opportunities
- The opportunity to grow within our organization
- A safety-focused mindset
- Typical shifts for this position will last 10 hours and be between the hours of 1pm and 1am



Physical Requirements

- Standing, walking, and bending for extended periods
- Lifting, pushing, pulling objects weighing 50 pounds or less
- Able to reach overhead, above shoulders, and horizontally
- Required hearing and speaking to exchange information
- Dexterity of hands and fingers to operate computers, locks, equipment levers, and a variety of equipment, including power and hand tools

Education and Training Information

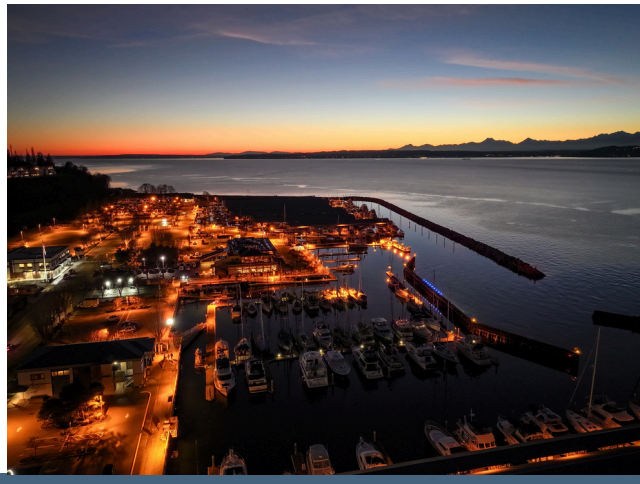
- Valid Driver's License with a good driving record
- High School Graduate or GED
- CPR/First Aid, and Defibrillator training (training provided)
- Hazardous Waste Certification (training provided)
- Course work/experience in law enforcement or security (preferred)
- Basic experience with marine equipment, recreational boating, and vessel operations (preferred)

Work Environment/Physical Demands

- Required to stand, walk, or bend for extended periods of time.
- Required to lift, push or, pull objects weighing 50 pounds or less.
- Able to reach overhead, above shoulders and horizontally.
- Required to work various shifts including weekends, holidays, and graveyard.
- Required to work outside in all weather conditions.
- Ability to hear and speack sufficiently to exchange information.
- Requires handling or working with toxic/hazardous substances.
- Requires work in areas of high vehicular or pedestrian traffic
- Dexterity of hands, and fingers to operate computers, locks, and equipment levers.

Pay and Benefits

- Starting hourly rate is $28.00
- Medical, dental, vision, and prescription insurance paid up to 100% for the employee and dependents
- Retirement benefits through the Washington State Department of Retirement Systems, PERS
- Weekend Pay Premium; additional 10% of regular rate for all weekend shifts worked
- Paid vacation and sick leave including twelve (12) paid holidays per year
- Holiday Pay Premium of 1.5 x regular rate of pay
- 35k Life insurance with add-on options for low-cost supplemental coverage
- Flexible benefits plan that includes a Medical Flex Spending Account and Dependent Care options
- Deferred compensation plans offered through the Washington State Department of Retirement Systems
- Health and wellness reimbursement for gym and approved wellnes activities
- Training and education reimbursement plans



To apply for this position, please:

- Complete the online Port of Edmonds application form, found at https://portofedmonds.gov/business/employment/
- Upload your cover letter and resume at the end of the online application form

The first review of applications will occur on 11/30/2026. Position is open until filled.

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