



# PORT OF KENNEWICK

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Technician August 2022

**CLASSIFICATION:** Hourly

**REPORTS TO:** Facilities Manager

**SUMMARY/OBJECTIVE:** Under general direction of the Maintenance Manager, performs maintenance and repairs on Port-owned facilities including structural, mechanical, electrical, plumbing, landscape, irrigation, and mechanical systems. Ensures safety, cleanliness and operability of Port grounds and facilities.

### **Essential Functions**

1. Determines need for facility maintenance, repair and improvements.
2. Performs repairs, maintenance and improvements on structural, mechanical, electrical, plumbing, landscape/grounds keeping and irrigation systems of Port-owned facilities and properties.
3. Assists Maintenance Manager in routine and preventative maintenance inspections for all Port-owned facilities and properties.
4. Ensures that the interior and exterior of all Port facilities are maintained at a high level of cleanliness and repair.
5. Submits requests to supervisor for supplies, tools and equipment, including determination of type, size, quantity, quality, and estimated costs.
6. Responds to all after-hours calls for property and facility emergencies.
7. Performs all required grounds maintenance and repairs, which may include landscape, irrigation, litter and debris collection/removal, tree and shrub care, snow removal and grounds equipment maintenance.
8. Corrects all hazardous conditions immediately, including wet floors, spills and other dangerous or unsafe conditions.

### **Other Job Functions**

1. Responsible for inventory, storage, ordering and organization of supplies.
2. Instruct and interact with Washington State Department of Corrections inmate work crews and work crew supervisors.
3. Inspect and maintain all equipment (i.e. pumps, compressors, pressure washer, pump out facility, etc).
4. Winterize all facilities and equipment as needed.
5. Perform custodial work as required.
6. Operation of equipment, including but not limited to boats, boat lifts/trailers, trucks and heavy equipment as needed.
7. Interacts with all Port employees, tenants and customers in a helpful and courteous manner.
8. Performs other duties and special projects as required.



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## **Competencies**

1. Time management
2. Decision making
3. Observation
4. Thoroughness
5. Port customer focus

## **Work Environment**

While performing the duties of this job, the employee will be required to work in both indoor and outdoor settings. The employee will be required to work in and near vehicles, heavy equipment, boats, trailers, various maintenance tools and equipment, and moving mechanical parts. The employee will often be required to work around marina facilities and other locations on or near the water. The employee will occasionally be exposed to extreme weather conditions including hot, cold, dry, windy, dusty, wet and/or humid conditions. The employee will occasionally be exposed to fumes or airborne particles, chemicals, paint, cleaning agents, electricity, vibration, and traffic hazards. The noise level in the outdoor/field work environment is usually moderate to loud.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear in English. The employee is regularly required to observe, inspect, repair and report on maintenance, landscape/irrigation and construction projects. The employee is occasionally requested to operate a loader or other heavy equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This position is very active and requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, and grasping. The employee must occasionally exert force, lift and/or move objects more than 50 pounds, frequently exert force, lift and/or move objects up to 20 pounds, and almost constantly exert force, lift and/or move items up to 10 pounds.

## **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are generally Monday through Friday, 8:00 a.m. – 5:00 p.m. From time to time schedule may adjust due to project demands. Some evening or weekend hours will be necessary in emergencies.



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## Travel

Occasional travel is required to attend training and Port-related conferences.

## Required Education and Experience

1. High School Diploma or GED.
2. Two or more years of relevant experience.
3. Alternative to meeting 1 and 2 above, is an equivalent combination of education and experience evidencing ability to successfully perform the essential functions of this position.

## Licenses, Certifications or Other Requirements

1. A working knowledge of building construction trades such as plumbing, painting, carpentry, electrical, heating, ventilating and mechanical systems.
2. Knowledge of safety and proper use of common tools, equipment, and construction materials.
3. Able to use a computer, tablet, smartphone and common software (Word, Excel, Outlook).
4. Familiarity with best practices in facility and grounds maintenance methods and operations.
5. Having and maintaining a valid Washington State Driver's License is required.
6. Having and maintaining vehicle insurance. Proof is required.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Signatures

This job description has been approved by:

Manager: \_\_\_\_\_

Deputy CEO: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_