



**Current Opening
Maintenance III
Job Closes: 10/27/17 @ 5:00 pm**

Must submit a completed job application to be considered for this position.
www.portcw.com

Title: Maintenance III
Reports to: Facility Manager
Classification: Non-Exempt
Yearly Salary: Range \$45,000 - \$57,000 DOE
Benefits: Medical Insurance, Dental Insurance, Life Insurance, LTD Insurance and WA State PERS retirement. Medical & Dental includes Employee/Family paid by Employer.

**** 1 Year Probationary Period****

JOB DESCRIPTION

The Port of Camas-Washougal believes that each employee makes a significant contribution to the port's success and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of the port's endeavors.

General Position Summary:

Performs maintenance on port properties (buildings, marina, airport, parks, roads, railroads, levee and parking lots, etc.);

Essential Functions/Major Responsibilities:

- Maintains port property including offices, marina, rail roads and airport, performing preventative maintenance and repairs as needed. Responsibilities include structural/carpentry, plumbing, electrical, HVAC and road and rail road maintenance.

- Completes all repairs and maintenance to comply with building codes and safety standards.
- Maintains equipment and tools, including but not limited to port vehicles, hand tools and small engines.
- Researches, locates, fabricates or purchases materials and supplies for repairs.
- Maintains repair and maintenance records and logs.
- Rotating on call will be required.

Secondary Functions:

- Assists with the set-up and break-down of special events.
- Other duties as required.

Job Scope & Accountability:

Work is diverse and may be moderately complex. Decisions are made according to prescribed operating guidelines and according to the incumbent's technical knowledge. The incumbent operates with minimal supervision and work is rarely reviewed by the supervisor. The incumbent makes budgetary and operational planning recommendations, and has responsibility for capital assets in excess of \$500,000. Errors in work can have an impact on the safety of staff and tenants, and on the financial health and reputation of the port.

Supervisory Responsibility:

Position provides daily work direction, training and guidance to seasonal and temporary employees. Incumbent does not have authority to hire, fire or authorize overtime work.

Interpersonal Contacts & Skills:

Communication is mainly done via telephone and face-to face with a minority being electronic. Communication is made with individuals both within and outside the organization and rarely contains sensitive or confidential information, or matters. Subject of communication may be of a complex nature, requiring the ability to speak in layman's terms.

Specific Job Skills:

- Ability to communicate effectively in English verbally and in writing.
- Good customer service skills and ability to interact in a positive manner with the public.
- Ability to read, understand and follow directions and warnings of product labels, including chemicals, fuel, and cleaning products.
- Working knowledge of and ability to use Microsoft Office Suite.
- Ability to use computer and software appropriate for the job and job responsibilities.

- Ability to use various hand tools and equipment, including saws, drills, hammers, welders, sanders, tractors and other vehicles, etc.
- Basic welding and fabrication knowledge.
- Ability to troubleshoot, analyze problems and make minor repairs to work equipment, including small engines, physical structures, HVAC and refrigerant systems.
- Good carpentry skills, including but not limited to cabinet and door installations, framing, foundations, demising walls and stair construction.
- Ability to read wiring diagrams, use a multi-meter, install switches, fixtures and circuits.
- Knowledge of and ability to apply road and rail road maintenance techniques and practices.
- Ability to operate various heavy equipment, including but not limited to dump trucks, scissor lifts, back hoes and excavators.
- Knowledge of electrical panels, switch boxes, phone panels, thermostats and associated electrical codes.
- Ability to understand, interpret and explain the interactions of industrial park drainage, water overflow and pump station operation.
- Ability to read and understand blueprints.
- Ability to make decisions and use discretion.
- Basic math skills, including addition, subtraction, multiplication and division.
- Ability to hear alarms and identify dangerous situations.
- Ability to lift/move up to 50 pounds.
- Ability to crawl, stoop, bend, kneel, climb/use ladders and occasionally work in odd, tight spaces.

Education and/or Experience:

Some vocational or trade school education in, building maintenance or related field. Five years building maintenance/construction or related experience. Valid driver license, first aid, including CPR.

Job Conditions:

Work generally takes place in a shop area, various buildings and out of doors, in all kinds of weather during normal business hours with occasional weekend work for special events. Work hours may vary according to the season, weather and emergency needs. Incumbent may be exposed to chemicals, loud noises and inclement weather.

First Level Supervisory Approval

Date

Second Level Supervisory Approval

Date