

Grounds Maintenance Worker I

Hourly Wage: \$21.09 - \$29.22 DOE

Hourly (Non-Exempt)

Reports to: Director of Facilities

Opening Date: 03/27/2025

Job Closing Date: 04/14/2025

To apply for this position, please submit a completed job application, along with a current resume and a cover letter to jen@portcw.com. Job applications are available on the Port website: www.portcw.com or you can pick up an application at the Port office. The Port address is 24 South A Street, Washougal, WA 98671.

Job Schedule:

- Monday – Friday hours 7:00 am – 3:30 pm.
- Summer hours are Monday – Friday 6:00 am – 2:30 pm.
- These hours may vary from time to time. Job may be subject to working Saturdays, Sundays with a change in work hours.

Benefits Paid by the Port:

- **Full Family Medical/Dental Insurance:** Premium fully covered.
- **Life Insurance:** Premium fully covered.
- **Long-Term Disability (LTD) Insurance:** Premium fully covered.
- **WA State PERS Retirement:** Employer contribution 9.11%.
- **Vacation/Sick Leave:** Accrue 8 hours of Vacation and Sick leave at the end of every month.
- **Paid Holidays:** 12 Employer paid holidays a year
- **Floating Holidays:** 3 Floating holiday days
- **Wellness Benefit:** \$35 Month (up to \$420 per year) Deposited into a VEBA account.
- **Clothing Allowance:** \$600 Per Year.
- **Cell Phone Reimbursement:** Partial reimbursement is available.

****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 the services necessary to ensure the success of the Port's endeavors.

General Position Summary:

Under the direction of the Lead or Director of Facilities, performs routine and non-routine landscaping maintenance for all port properties. Assists in the completion of work projects; ensures that safety standards and procedures are being followed on site. Works collaboratively with team members.

Classification Distinctions:

This is an entry-level position in Grounds Maintenance. A Ground Maintenance Worker I is distinguished from a Ground Maintenance Worker II by their knowledge, experience, and performance in routine tasks and duties.

Essential Responsibilities:

The principal duties and responsibilities listed below are intended to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the employer's needs and job requirements evolve.

Essential responsibilities for the Grounds Maintenance Worker I position may include, but are not limited to, the following:

- Maintains grounds and landscape, including but not limited to edging, leave blowing, line trimming, litter and graffiti removal, mowing, mulching, planting, pruning, raking, leaf clean-up, trimming, and weeding.
- Purchases, transports, mixes and applies various pesticides and fertilizers.
- Installs, maintains and operates irrigation equipment.
- Maintains equipment and tools, including but not limited to hand tools, port vehicles and small engines.
- Performs janitorial duties, including keeping parks clean, emptying trash, sweeping floors, cleaning sanitary fixtures/windows, changing light bulbs and maintaining supplies.
- Works with Seasonal grounds maintenance employees.
- Maintains appropriate work, maintenance and chemical-use records in paper and electronic form.
- Report any repair issues to the Lead or Director of Facilities.
- Follow all safety rules and procedures established for the work area.

Secondary Functions:

- Assists with the set-up and break-down of special events.
- Painting Inside/Outside.
- Cleaning windows/Pressure washing concrete and asphalt.
- Provide courteous customer service by responding to questions and inquiries from the general public and directing them to the Director of Facilities or the Administration Office.
- Other duties as required.

Job Scope & Accountability:

Work is recurring with occasional variation. Decisions are made in accordance with organizational policy and past practices. The incumbent operates with moderate supervision, and some work is reviewed by the supervisor. The incumbent has no budgetary authority or responsibility. The incumbent makes informal recommendations regarding operational and strategic planning. Errors in work can have an

impact on the flow of work within the department and can have a possible effect on the reputation of the port.

Supervisory Responsibility:

The position has no supervisory responsibilities but may train and offer guidance to other employees, including seasonal and temporary employees.

Interpersonal Contacts & Skills:

The majority of communication is face-to-face, with some being electronic or by telephone. Communication is made with individuals both within and outside the organization.

Minium Qualifications:

Required Knowledge / Skills / Abilities:

Knowledge of:

- Basic principles and procedures used in the maintenance of trails, parks, facility grounds, and Port-owned property.
- Methods and techniques of groundskeeping including mowing, fertilizing and application of chemicals.
- Basic math skills, including addition, subtraction, multiplication, and division.
- Good customer service skills and ability to interact in a positive manner with the public.
- Occupational hazards and standard safety precautions.
- Computer and software systems, including but not limited to Microsoft Office products.

Ability to:

- Perform a variety of duties in the maintenance of parks, trails, facility grounds and Port owned property.
- Read, understand, and follow directions and warnings on product labels, including chemicals, fertilizers, paints, and cleaning products.
- Troubleshoot, analyze problems, and make minor repairs to work equipment.
- Make decisions and use discretion.
- Use timekeeping software to input hours worked and location worked.
- Work as part of a team, providing input and sharing ideas.
- Learn safe principles of traffic control and flagging.
- Learn pertinent Federal, State and local laws and regulations.
- Learn to operate a variety of equipment in the maintenance of trails, parks, facility grounds, and Port-owned property.
- Use various hand tools and equipment, including mowers, blowers, chainsaws, weed eaters, power washers, trucks, and tractors.
- Learn to perform chemical application functions safely and accurately.
- Perform heavy manual labor.
- Ensure adherence to safe work practices and procedures.
- Understand and follow oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Push, pull, lift, and carry up to 50 pounds.
- Crawl, stoop, bend, kneel, climb/use ladders and occasional work in odd, tight spaces.
- Perform heavy laboring tasks for extended periods of time in unfavorable weather conditions such as extreme heat or cold in a safe and efficient manner; work independently with limited supervision.

Education and/or Experience:

- High School diploma or equivalent.
- One year of experience in general labor or grounds maintenance.
- Valid driver's license.

License or Certificate:

- Ability to obtain First aid certification/AED/CPR within 6 months of employment.
- Washington State Department of Agriculture pesticide license within 12 months of employment.
- Flagging Card within 12 months of employment.
- Blood-borne Pathogens training
- Defense Driving training
- Lock out/tag out training
- DEI training
- Harassment training
- Fire Extinguisher training

Physical Requirements/Job Conditions:

- Continuous talking, hearing, standing, walking, reaching, handling, grasping, feeling, fingering, and repetitive motions of the feet, hands, and wrists.
- Frequent sitting, stooping, crawling, bending, kneeling, and climbing.
- Navigate uneven, slippery, or wet surfaces often near water; traverse rough terrain.
- Ability to exert up to 50 pounds of force on occasion, up to 30 pounds of force frequently, and up to 10 pounds of force constantly.

Job Competencies:

- Problem-solving skills - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- Technical skills - assesses own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills continuously; shares expertise with others.
- Customer service skills - manage difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Interpersonal skills - focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.

- Oral communication skills - speaks clearly and persuasively in positive and negative situations; listens carefully and sincerely considers the ideas of others; respects diverse opinions; responds well to questions; shares information and encourages openness in communications.
- Written communication skills - writes clearly and informatively; able to read and interpret written information.
- Teamwork skills - balances team and individual responsibilities; exhibits objectively and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational support - follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Strategic Thinking - Develop strategies to achieve organizational goals.
- Judgment - Displays willingness to make decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Set and achieve challenging goals.
- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- Initiative - Undertakes self-development activities; asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; generates suggestions for improving work.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.