Port of Camas-Washougal

Facilities Maintenance II

Hourly Wage: $28.00 - $40.47 DOE

Hourly (Non-Exempt) *Reports to: Director of Facilities*

Job Closing Date: Tuesday 11/24/2026 5:00 PM

How to Apply

To apply for this position, please submit a completed Port job application, current resume, and cover letter to **jen@portcw.com**.

Applications are available on the Port's website at www.portcw.com or may be picked up in person at the Port Administration Office, located at 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 :

- **Medical/Dental Insurance:** Family Premium > Yearly Cost $38,055.72.
- **Life Insurance Employee only:** Policy Value $35,000 and AD&D of $5,000.
- **PERS Retirement:** Employer Contribution is 5.58%.
- **Paid Vacation:** 8 hours accrue at the end of every month.
- **Paid Sick Leave:** 8 hours accrue at the end of every month.
- **Paid Holidays:** 12 paid holidays in a calendar year, with 3 floating holidays.
- **Wellness Benefit:** $35.00 monthly (up to $420 annually), deposited into a VEBA account.
- **Long-Term Care Policy:** Up to $35.00 toward WA Cares.
- **Clothing Allowance:** $600 Per Year.
- **Cell Phone Reimbursement:** $50.00 per month if eligible.

Employee-paid or employee-contributed benefits:

- Federal income tax withholding
- Social Security Employee Contribution (6.2%)
- Medicare Employee Contribution (1.45%)
- Employee contribution rates vary depending on the retirement plan selected. The mandatory employee contribution rate for PERS Plan 2 is currently 5.38% of gross pay.
- Long-Term Disability Insurance (Optional).

This job offer is contingent upon the following:

- Completion of a satisfactory background check and Motor Vehicle Report (Port employees must be able to drive Port trucks)
- Passing a drug test.

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:

The Marina Facilities Maintenance II position is assigned primarily to the Port's Marina and performs a variety of skilled maintenance, inspection, and repair duties to support the safe and efficient operation of the Port's marina facilities. Responsibilities include maintaining floating docks, buildings, parking areas, boat launch facilities, fueling systems, equipment, and other marina infrastructure. The position conducts routine safety inspections, monitors marina conditions and moored vessels, supports environmental compliance and spill response, and performs seasonal maintenance and preparation of marina facilities.

Work is performed independently within established procedures and under general supervision. The position interacts with marina tenants, Port staff, contractors and the public; maintains operational records; and assists in ensuring marina facilities are safe, functional, and properly maintained. The position also assists with administrative documentation, supports job-specific training and operational procedures, and may provide maintenance support at other Port facilities as assigned.

Classification Distinctions

Facilities Maintenance II
This is the journey-level classification in the Facilities Maintenance series. Positions at this level perform a wide variety of skilled maintenance and repair work across multiple trades. Work is performed with moderate supervision, and incumbents are expected to complete assignments independently within established procedures. Responsibilities primarily focus on routine and moderately complex maintenance tasks. This classification typically does not perform advanced troubleshooting of complex systems or provide ongoing direction to other staff.

Essential Responsibilities:

Essential responsibilities for the Facilities Maintenance II position may include, but are not limited to, the following:

Marina Maintenance Operations

- Performs routine inspections, maintenance, and repairs of marina docks, floating structures, walkways, parking lots, sidewalks, boat launch areas, signage, and related outdoor infrastructure, including pressure washing, cleaning, painting, and restriping, to maintain safe and functional conditions.

- Primarily assigned to the Marina, the Facilities Maintenance II-level provides support at other Port properties as needed, including the Industrial Park, Airport, and parks/trails.
- Conducts routine inspections of marina safety equipment, including fire extinguishers, safety ladders, life rings, and cabinets. Documents deficiencies, performs authorized maintenance, and maintains safety equipment inventory records.

- Monitors, inspects, and performs authorized routine maintenance of marina fueling systems; identifies and documents deficiencies or equipment failures and coordinates repairs in accordance with established procedures.
- Responds to fuel spills and other environmental incidents within assigned responsibilities and training; follows established spill response procedures, reports incidents, and provides staff and tenants with information regarding spill prevention and response protocols.
- Maintains, inspects, and services Port equipment and tools, including Port vehicles, maintenance equipment, hand and power tools, and small engines to ensure operational readiness.
- Visually inspects moored vessels for unsafe or noncompliant conditions, including inadequate mooring lines, improper shore-power cords or connections, registration or identification issues, and neglected, abandoned, damaged, or sinking vessels. Documents and reports observed concerns to the appropriate Marina staff or Lease Administrator and takes action within established Port policies, procedures, and assigned authority.
- Performs and documents assigned stray-current inspections using approved procedures and equipment, within the scope of training and authorization. Reports identified concerns and provides staff and tenants with information regarding established electrical safety procedures.
- Supports the Port's compliance with Clean Marina Washington program requirements through routine inspections, maintenance practices, environmental stewardship, and education of staff and tenants.
- Prepares marina facilities and systems for seasonal operational changes, including opening, closing, and winterizing restroom facilities; activating or shutting down water and pump systems; draining and insulating lines; and completing other seasonal preventative maintenance activities.
- Monitors marina boat launch and parking areas for compliance with Port rules and regulations. Documents and addresses observed violations, including nonpayment, unauthorized use, and suspected theft of services, within established procedures and assigned authority.
- Participates in a rotating on-call schedule and responds to after-hours maintenance needs and operational emergencies as assigned.

Administrative and Documentation Responsibilities

- Prepares, maintains, and updates reports, forms, spreadsheets, and other operational documents in collaboration with partner departments, using Microsoft Office and other applicable software relevant to Port operations.
- Assists in developing, reviewing, and updating written standard operating procedures (SOPs), both for the Facilities Department and across departments, to reflect Changes in operational practices, safety requirements, and established guidelines.
- Maintains accurate maintenance records, inspection logs, preventive maintenance documentation, safety equipment records, and completed work orders in accordance with established Port systems and procedures.
- Conducts quarterly utility meter readings, documents results, and coordinates with Finance, Real Estate, and Marina Leasing to support accurate tenant billing. Provides operational updates, maintenance notices, and other relevant Marina information in collaboration with Marina Leasing for inclusion in the monthly tenant newsletter.

Secondary Functions:

- Assists with snow, ice, and debris removal.
- Cleans windows and other facility surfaces as assigned.
- Assists with the set-up, breakdown, and facility preparation for Port events.
- Performs other related duties as assigned.

Job Scope & Accountability:

Work involves a variety of skilled maintenance, inspection, and operational responsibilities primarily associated with Marina facilities and infrastructure. The employee exercises independent judgment within established procedures, technical knowledge, and assigned authority, with moderate supervision and periodic review of completed work.

The position has no budgetary authority but may provide recommendations regarding maintenance priorities, equipment needs, operational improvements, and safety practices. Errors in judgment or work performance may affect employee and public safety, Marina operations, environmental compliance, Port property, and the Port's reputation.

Supervisory Responsibility:

The position has no formal supervisory responsibilities, but may provide job-specific training, practical instruction, and guidance to other employees, including seasonal and temporary staff, as assigned.

Interpersonal Contacts & Skills:

The position regularly communicates with Marina tenants, visitors, coworkers, supervisors, contractors, and the public in person, by telephone, and through electronic communication. Interactions involve maintenance requests, operational concerns, safety issues, facility conditions, and Port policies and procedures. The employee must communicate professionally, provide accurate information, maintain appropriate discretion, and respond effectively to difficult or sensitive situations.

Minimum Qualifications:

Required Knowledge / Skills / Abilities:

- Ability to communicate effectively, both verbally and in writing, with employees, tenants, contractors, and the public.
- Strong customer service and interpersonal skills, including the ability to remain professional and de-escalate difficult or potentially confrontational situations.
- Ability to read, understand and follow directions and warnings of product labels, including chemicals, fuel, and cleaning products.
- Proficiency in Microsoft Office applications, including Word and Excel, and ability to use maintenance management, reporting, and other job-related software.
- Ability to learn and adapt to new software systems and electronic documentation procedures.
- Knowledge of and ability to safely operate hand tools, power tools, maintenance equipment, small engines, and other equipment used in Marina maintenance operations.

- Ability to troubleshoot, diagnose, and perform routine to moderately complex maintenance and repairs on equipment, facilities, and related infrastructure within the scope of training and experience.
- Ability to make decisions and use discretion to complete assigned duties.
- Ability to apply basic math skills, including addition, subtraction, multiplication, and division, to facilities maintenance tasks such as measuring materials, calculating quantities, and determining dimensions.
- Demonstrated boating skills and knowledge of safe vessel operations, including Columbia River currents, water levels, and changing environmental conditions.
- Knowledge of marina fueling systems, routine maintenance, fuel delivery procedures, emergency shutoff systems, and applicable safety requirements.
- Knowledge of applicable requirements and safe operating procedures for over-water fueling facilities.
- Knowledge of marina dock systems, shore-power connections, vessel mooring practices, and basic marine facility safety.
- Ability to identify and report unsafe conditions, equipment failures, and environmental concerns and respond appropriately within established procedures and training.
- Ability to work as part of a team, providing input and sharing ideas.
- Ability to walk two to five miles per day over rough, uneven terrain.
- 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:

- Minimum (3) Three years of building maintenance/construction/boat dock or related experience. Some vocational or trade school education in construction, building maintenance, small engine repair or related field.
- A valid, state-issued driver's license is required. The incumbent must be able to operate Port vehicles as part of the job duties.

Preferred

- First aid, including CPR and Underground Storage Tanks certification.

Physical Requirements/Job Conditions:

Work generally takes place in a shop area and outdoors, around open water, 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, water, inclement weather, and hostile individuals.

Job Competencies:

- Analytical skills - collects and researches data; uses experience to complement data; designs workflows and procedures.

- 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 - Willingness and ability to contribute, develop, and implement new ideas or methods.
- 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.