



Current Opening
Maintenance II
Job Closes: 10/04/19 @ 5:00pm

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

www.portcw.com / jen@portcw.com

Title: Maintenance II
Reports To: Maintenance Supervisor
Classification: Non-Exempt
Wage Range: \$22.67 – \$24.00 hourly
Benefits: Medical/Dental Insurance, Life Insurance, LTD Insurance, WA State PERS retirement and Vacation/Sick leave.
Medical/Dental Employee & Family premiums 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 work for both the Maintenance and Grounds Maintenance Department on port properties (buildings, landscaping, marina, rail system, airport, parks and parking lots, etc.).

Essential Functions/Major Responsibilities:

- Assist Maintenance III in maintaining Port property including offices, marina, rail roads and airport, performing preventative maintenance and repairs as needed.
Responsibilities may include structural/carpentry, plumbing, electrical and road /road rail maintenance.
- Performs janitorial duties, including keeping parks clean, emptying trash, sweeping floors, cleaning sanitary fixtures/windows, changing light bulbs and maintaining supplies.
- Reports any repair issues to Maintenance Supervisor.

Secondary Functions:

- Assist Lead Grounds Maintenance in maintaining port grounds/parks but not limited to mowing, edging, pulling weeds, leaf clean-up, spreading bark dust and pruning shrubbery.
 - Purchases, transports, mixes and applies various pesticides and fertilizers.
 - Installs, maintains and operates irrigation equipment.
 - Maintains appropriate work, maintenance and chemical-use records in paper and electronic form.
- Assists with the set-up and break-down of special events.
- Painting Inside/Outside.
- Cleaning windows/Pressure washing concrete and asphalt.
- On Call rotation.
- Other duties as required.

Job Scope & Accountability:

Work is diverse and may be complex in nature. Decisions are made according to prescribed operating guidelines and according to the incumbent's technical knowledge. The incumbent operates with minimal supervision and some work is reviewed by the supervisor. The incumbent has no budgetary authority or responsibility. Incumbent makes informal recommendations regarding operational and strategic planning. Errors in work can have an impact on the safety of staff and tenants, and on the reputation of the port.

Supervisory Responsibility:

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

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. Occasionally, matters of communication are of a complex nature.

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, paints, 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, weed eaters, tractors with various attachments, etc.
- Ability to trouble shoot, analyze problems and make minor repairs to work equipment, including small engines and physical structures.
- Knowledge of construction, including framing, roof systems, electrical and plumbing systems.
- Ability to make decisions and use discretion.
- Basic math skills, including addition, subtraction, multiplication and division.
- Ability to work as part of a team, providing input and sharing ideas.
- Good customer service skills and ability to interact in a positive manner with the public.
- Ability to lift/move up to 75 pounds.
- Ability to crawl, stoop, bend, kneel, climb/use ladders and occasionally work in odd, tight spaces.

Education and/or Experience:

- High School diploma or equivalent.
- Some vocational or trade school education in construction building maintenance, small engine repair or related field.
- Two years building maintenance/construction/boat dock or related experience.
- Ability to obtain First aid certification/AED/CPR within **6 months** of employment.
- Valid driver license with clean driving record.

Job Conditions:

Work generally takes place in a shop area 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, inclement weather and hostile individuals.

Job Competencies:

- Analytical skills - collects and researches data; uses experience to complement data; designs works flows 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 continuously build knowledge and skills; shares expertise with others.
- Customer service skills - manages 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 - Develops strategies to achieve organizational goals.
- Judgment - Displays willingness to make decisions; includes appropriate people in decision-making process; makes timely decisions.

Job Competencies Continued:

- Motivation - Sets and achieves 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.