PORT OF WOODLAND

JOB DESCRIPTION

GENERAL MAINTENANCE WORKER

General Summary: The Port of Woodland is seeking a part-time (no more than 20 hours per week) general maintenance worker to perform a variety of maintenance and repair tasks as needed at Port facilities. The position would perform a variety of routine repairs that may include electrical, plumbing, carpentry, construction and other underdetermined projects. Candidate will work with approved contractors on more complex or technical projects through the Port's Small Works Roster.

Wage: Dependent on qualifications, the Port of Woodland General Maintenance salary ranges from $20-$30 per hour with no benefits.

Essential Functions:

1. Maintain a professional relationship with Port Staff and tenants.
2. Performs a variety of routine-to-skilled duties to Port buildings that are small in nature, such as repairing or replacing flooring, windows, lights, switches or other wear and tear maintenance.
3. Performs a variety of routine-to-skilled duties to plumbing including leaks and drainage issues, replacing valves.
4. Assist with carpentry and construction tasks such as fixing halls or general damage to drywall, repairing door frames, hanging doors, repairing of ceiling.
5. Performs a variety of routine-to-skilled duties including interior and exterior painting including repairing and preparing walls for painting and applying various type of paint. May require use of ladders.
6. Performs a variety of routine-to-skilled duties to mechanical equipment such as locks and security equipment and man-lift.
7. Perform minor roof repairs.
8. Development of scope of work for larger construction tasks requiring procurement of services and oversee such projects and report to Executive Director.
9. Special projects as needed and may include Austin Point and Martins Bar site cleanup including garbage pickup, ensuring site is cleared of illegal dumping and removal of illegal vehicles.
10. Other duties as assigned.

Other Functions:

Knowledge of:

1. Methods, practices, tools and equipment common to the construction, maintenance and repair of a public works infrastructure.

2. Practices, tools and equipment common to the building and construction trades, including

carpenter, painter, electrician, plumber, welder and concrete finisher.

3. Safety practices pertaining to the work.

4. Proper placement of cones, barricades and warning devices and directing traffic flow at work sites.

5. Computer applications applicable to assigned work responsibilities.

6. Knowledge of current building codes.

Ability to:

1. Operate and maintain a variety of hand and power tools and equipment common to the public works maintenance and construction trades.

2. Basic methods, practices and tools common to various construction trades, including carpenter, electrician, plumber, concrete finisher and painter.

3. Understand and follow oral and written instructions.

4. Perform heavy physical labor to include lifting objects weighing up to ninety pounds.

5. Exercise independent judgment and initiative within established guidelines and without close supervision.

6. Provide own tools and equipment to perform day-to-day job duties.

Employment Qualifications:

Education: High school graduate or equivalent.

Experience: One year of experience in the general maintenance and repair of buildings and systems.

Other Requirements: Possession of a valid Washington State Driver's License and own vehicle.

Physical Requirements:

- Walks over uneven terrain to make repairs.
- Squatting, stopping, kneeling to perform work tasks.
- Climbing ladders.
- Lifting ability to remove and replace parts on building.
- Ability to lift boxes and supplies weighing up to 100 pounds.
- Ability to lift and move plumbing, drywall, painting and other equipment involved in repair tasks.

Working Conditions:

- Works in confined spaces.

- Works outside in varying weather conditions.
- Works in all areas of Port properties.
- Works in cramped body positions to perform maintenance and repairs.
- Works in areas with loud noises.
- Exposure to equipment where risk exists of getting burned, bruised or scraped.
- Contact with a variety of chemicals, solvents, gas and fumes.

The Port of Woodland is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and veterans are encouraged to apply. Persons with disabilities needing assistance in the application process or those needing this job announcement in an alternative format may call Jennifer Keene at 360.225.6555 or by email at jkeene@portofwoodland.com.

To apply for this position, please complete an application that is available at the Port of Woodland office or contact Jennifer Keene at jkeene@portofwoodland.com. Applications must be complete to be considered and must be received at the Port office by December 28, 2017 by 12:00 P.M. Late applications will not be considered. You may submit your application via email to jkeene@portofwoodland.com, in person to the Port office located at 115 Davidson Avenue, by mail to Port of Woodland, Attn: General Maintenance Position, P.O.Box 87, Woodland, WA, 98674 or by fax to 360.225.6556.