



## **JOB DESCRIPTION: MAINTENANCE WORKER I**

**General Summary:** The Port of Woodland is seeking a part-time general maintenance worker to perform a variety of maintenance, repair tasks and landscaping as needed at Port facilities. The position would perform a variety of routine repairs that may include electrical, plumbing, carpentry, construction, landscaping (mowing, weed eating, trimming) and other undetermined projects. Candidate will work with approved contractors on more complex or technical projects through the Port's Small Works Roster. The position will move to a full-time position pending Commission approval, in January 2022 of salary and benefits into a Maintenance II position.

**Wage:** Dependent on qualifications, the Port of Woodland General Maintenance salary ranges from \$20-\$25 per hour with no benefits.

**Hours:** Shift is either 8 AM to 12 PM or 1 PM to 5 PM with occasional after hours and emergency as necessary with no more than 69 hours per month.

**Education:** High school graduate or equivalent.

**Experience:** One year of experience in the general maintenance and/or landscaping.

**Other Requirements:** Possession of a valid Washington State Driver's License and clean driving record.

### **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, doors, 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 walls 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 including gutter clearing and 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. Garbage pickup at Austin Point and Martins Bar site that may include dealing with abandoned boats and vehicles and illegal dumping.
10. Landscaping of Port properties including mowing, weed eating, tree limb removal, sprinkler repairs, brush clearing/field clearing, hedge trimming and other duties as needed. This would require use of mowers, saws, and other power tools.
11. Janitorial duties at Cougar Rest Room facility including garbage, sanitizing, replacing of products, parking lot cleaning and clearing and other duties as necessary.

12. Work with computers and multiple basic software programs.
13. Other duties as assigned.

**Knowledge of:**

1. Landscaping duties including mowing, weed eating, pruning of trees and bushes.
2. Methods, practices, tools and equipment common to the construction, maintenance and repair of a public works infrastructure.
3. Safety practices pertaining to the work area and equipment.
4. Proper placement of cones, barricades and warning devices and directing traffic flow at work sites.
5. Computer applications applicable to assigned work responsibilities.

**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 understanding, methods, practices and tools common to various construction trades, including carpenter, electrician, plumber, concrete finisher and painter. Also, to read and understand building blueprints and plan sets.
3. Understand and follow oral, written instructions and computers for ordering, time sheets, and project documentation. This includes use of Word, Excel, and Internet Browsing software.
4. Perform heavy physical labor to include lifting objects weighing up to fifty pounds.
5. Exercise independent judgment and initiative within established guidelines and without close supervision.
6. Operate equipment including tractors, man lift, dozers and maintain and ensure proper safety working conditions of equipment.
7. Work independently, juggling multiple tasks and identify priorities to serve the Port and their tenants.
8. Ability to communicate (read, write and speak) in English.

**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 50 pounds.
- Ability to lift and move plumbing, drywall, painting and other equipment involved in repair tasks.
- Drive a Port vehicle to job sites.
- Working outdoors in different elements.
- Hear and visually identify audible indications of dangerous situations.
- 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 and other hazards including but not limited to moving mechanical parts and equipment, airborne materials, noise and vibration, fumes and other chemicals, electrical shock, fire and smoke and insects.

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 Wray-Keene at 360.225.6555 or by email at [jkeene@portofwoodland.com](mailto:jkeene@portofwoodland.com).

Applications available on the Port of Woodland website and will be taken until position is filled. You may submit your application via email to [jkeene@portofwoodland.com](mailto:jkeene@portofwoodland.com), in person to the Port office located at 1608 Guild Road (through mail slot), by mail to Port of Woodland, Attn: Maintenance Position I, 1608 Guild Road, Woodland, WA, 98674.