



Port of Klickitat

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Bingen, WA 98605
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www.portofklickitat.com

Job Description

Job Title:	Maintenance Lead
Reports To:	Executive Director
Supervises:	(none)
Wage:	\$20.00 to \$22.00 per hour (depending on qualifications)
Benefits:	Medical/Dental/Vision/Life/Pension
Classification:	Permanent, full-time, non-exempt.
Regular Hours:	8:00am to 5:00pm, Monday through Friday. Hours and schedule may vary to accommodate special or emergency circumstances. Requires on-call duty.
Overtime:	Permitted with supervisor approval.

Minimum Qualifications (required):

1. High school diploma or general education degree (GED).
2. Minimum two years relevant experience in building maintenance, construction, or related work.
3. Valid driver's license and insurable driving record.
4. Ability to communicate (read, write, and speak) in English.
5. Ability to perform basic arithmetic including the ability to calculate amounts and percentages.
6. Possession of, or ability to obtain, a commercial drivers license (CDL).
7. Ability, or willingness to learn, to read and understand blueprints and plan sets.
8. Ability to read and comprehend written instructions and documents such as safety rules, installation, operating, and maintenance manuals, procedures, and safety data sheets.
9. Ability to locate and utilize information applicable to unexpected and unknown problems.
10. Ability to apply logic and reason to diagnose and resolve unexpected or unknown problems without assistance.
11. Possession of basic computer and keyboard skills including use of Internet browsers and office applications (e.g. word processing and spreadsheet software).
12. Ability to interpret and apply instructions furnished in written, oral, diagram, or schedule form.
13. Understanding of common methods, practices, and procedures used in building maintenance.
14. Ability to perform basic electrical, plumbing, and finish work.
15. Skill and experience operating power tools and other small machines and equipment.
16. Ability to work independently with minimal assistance or supervision.
17. Willingness to obtain a state Pesticide Applicator license.
18. Ability to maintain effective working relationships with co-workers and the general public.
19. Understanding of, or willingness to learn, applicable state law including statutes pertaining to public contracting and procurement, port districts, and workplace safety.
20. Ability to write reports, create schedules, and document procedures.
21. Ability to manage multiple projects and competing demands.
22. Willingness to study and understand Port systems and equipment.
23. Willingness to acquire additional knowledge and learn new skills.
24. Ability to function with a wide variety of tasks and in an environment of changing priorities.

Desired Qualifications (not required):

1. Possession of basic project management skills.
2. Experience operating one or more types of heavy machinery (e.g. backhoe, bulldozer, etc.).
3. Experience supervising one or more direct reports.
4. Experience in cabinetry and finish work.
5. Experience installing or repairing underground utilities such as water and wastewater lines/mains.
6. Experience in small-engine maintenance and repair.
7. Experience installing or repairing commercial or residential electric service.
8. Experience operating and maintaining pumps and pump controls.

Physical Demands:

1. Sit, climb, balance, stoop, kneel, crouch, crawl, and travel over steps and on uneven, brushy terrain.
2. Regularly lift or move up to 25 pounds and occasionally lift or move up to 100 pounds.
3. Use hand tools, grasp objects or controls, carry and operate small machinery.
4. See close up, at a distance, and in color.
5. Possess peripheral vision and depth perception.
6. Hear warnings and other audible indications of dangerous conditions.

Working Environment:

1. Occasionally works outside in weather conditions that range from hot and dry to cold and wet (including snow).
2. Occasionally works in close proximity to traffic and moving vehicles.
3. Drives vehicles and/or equipment on the job as needed.
4. Frequently works in shop environment.
5. Occasionally works in office environment.

Potential Hazards:

1. Moving mechanical parts and equipment (frequently).
2. Airborne dust, particles, and debris (occasionally).
3. Noise and vibration (frequently).
4. High, precarious places (occasionally).
5. Fumes and toxic or caustic chemicals (rarely).
6. Electric shock (occasionally).
7. Fire and smoke (occasionally).
8. Bee stings and snake bites (rarely).

Duties and Responsibilities:

1. Handle project scheduling, task assignment, and follow-up to insure work is properly completed.
2. Supervise volunteers and other community service workers involved in special projects.
3. Perform basic plumbing installation, maintenance, and repair including cleaning drains and P-traps, repairing or replacing toilets, sinks, faucets, water heaters, etc.
4. Purchase tools, equipment, spare parts, and other supplies, as needed, according to established public procurement and contracting procedures.
5. Perform basic electrical installation and modification including replacing light fixtures and ballasts, switches, outlets, etc.
6. Secure required permits to perform necessary maintenance work including electrical, building, and burn permits.

7. Perform all duties and responsibilities in a safe and responsible manner using appropriate safety gear including rubber gloves, respirator, face shield, hard hat, safety goggles, ear plugs, and/or safety harness.
8. Perform basic finish work including drywall repair, texturing, painting, sanding, staining, minor cabinetry, etc.
9. Apply fertilizers, pesticides, and herbicides as required, according to the directions for safe application, and maintain pesticide applicator license.
10. Regularly operate small motorized tools and light equipment and occasionally operate heavy equipment.
11. Maintain sewage lift station, irrigation, well, and lake pumps.
12. Complete and maintain all applicable required records (including safety reports and hazardous chemicals information).
13. Clear and maintain drainage and stormwater systems (including catch basins, ditches, and culverts) and take steps to prevent erosion and standing water.
14. Maintain all Port equipment including cleaning, ensuring proper fluid levels, and replacing consumable parts.
15. Assist in preparing, and working during, special events.
16. Monitor maintenance and minor construction contracts, manage contractors, and inspect work to insure completion according to plans and specifications.
17. Insure the presence and maintenance of all Port signs.
18. Check proper function and burning time of exterior lights.
19. Assist in emergency situations.
20. Maintain building exteriors and grounds and manage grounds-keeping contract.
21. Insure the proper condition and operation of railroad spurs including weed and debris removal, crosstie condition assessment, and switch tests and conduct or report needed repairs.
22. Insure gates, access doors, and maintenance hatches are secured.
23. Manage Bingen Lake and Bingen Harbor including weed control, reintroduction of native plants, rip-rap repair (harbor) and water level (lake).
24. Fulfill one or more grounds-keeping duties not subject to contract or as circumstances dictate.
25. Perform other tasks and responsibilities as may be assigned on a case-by-case basis or through modifications to this job description.

Other:

1. Subject to initial and random drug testing.
2. Subject to random safety testing.