



Port of Klickitat

154 E Bingen Point Way Ste. A
Bingen, WA 98605
509-493-1655
www.portofklickitat.com

Job Description

Job Title:	Maintenance Technician
Reports To:	Executive Director or Maintenance Supervisor
Supervises:	(none)
Wage:	\$19.00 to \$21.00 per hour (depending on qualifications)
Overtime:	Yes, with supervisor approval (over 40 worked hours/week and holidays)
Benefits:	Medical / Dental / Vision / Life / Pension (employer paid)
Classification:	Permanent, full-time, non-exempt
Regular Hours:	8:00am to 5:00pm, Monday through Friday (typical) Occasional unscheduled after-hours and weekend work required 4:00pm to midnight, Independence Day (every fourth year off) Requires regular on-call duty

Minimum Qualifications (required):

1. High school diploma or general education degree (GED).
2. One year relevant experience in maintenance, irrigation, grounds-keeping, 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. Ability and willingness to read and comprehend written instructions and documents such as safety rules, installation, operating, and maintenance manuals, procedures, and safety data sheets.
7. Ability to apply logic and reason to diagnose and resolve unexpected or unknown problems without assistance.
8. Ability to locate and utilize information applicable to unexpected and undefined problems.
9. Ability to juggle and follow through on multiple concurrent projects with changing priorities.
10. Ability to interpret and apply instructions furnished in written, oral, diagram, or schedule form.
11. Skill and experience operating small power tools, machinery, and equipment.
12. Ability and willingness to obtain a state Pesticide Applicator license.
13. Ability to maintain effective working relationships with co-workers and the general public.
14. Willingness to study and understand Port systems and equipment.
15. Willingness to acquire additional knowledge and learn new skills.
16. Ability to work with different parts, systems, and equipment in situations where limited standardization exists.
17. Ability to stay on task and regularly work without direct supervision.
18. Ability to accommodate unplanned/unscheduled projects and tasks.

Desired Qualifications (not required—preference given to candidates possessing):

1. Experience with, or knowledge of, basic electrical, plumbing, and/or finish work.
2. Experience with, or knowledge of, underground utility installation or repair (e.g. water and sanitary sewer lines and mains).
3. Experience with, or knowledge of, pump and/or small-motor maintenance and repair.
4. Experience with, or knowledge of, diesel and/or gasoline engine maintenance and repair.
5. Experience with, or knowledge of, hydraulic maintenance and repair.

6. Ability to read and understand blueprints, plan sets, etc.
7. Basic computer and keyboard skills including use of Internet browsers and office applications (word processing and spreadsheet software).

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 50 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. Frequently works outside in weather conditions that range from hot and dry to cold and wet (including snow/ice).
2. Occasionally works in close proximity to traffic and moving vehicles.
3. Drives vehicles and/or equipment on the job as needed.
4. Regularly 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 (rarely).
8. Bee stings and snake bites (rarely).

Duties and Responsibilities:

1. 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.
2. Apply fertilizers, pesticides, and herbicides as required, according to the directions for safe application, and maintain state Pesticide Applicator license.
3. Regularly review work plans, project status, and task assignments with supervisor.
4. Regularly operate small motorized tools and light equipment including mowers, edgers, weed-eaters, hedge trimmers, chainsaws, and blowers.
5. Occasionally operate heavy equipment.
6. Operate, maintain, and repair irrigation, well, and lake pumps.
7. Perform basic janitorial duties for the Port office including cleaning, vacuuming, mopping, garbage disposal, drywall repair/paint, etc.
8. Perform basic plumbing installation, maintenance, and repair including cleaning drains and P-traps, repairing or replacing toilets, sinks, faucets, water heaters, etc.
9. Maintain, operate, and test irrigation systems including repairing/replacing heads, pipes, and risers and flushing/draining systems.
10. Complete and maintain all applicable required records (including safety reports and hazardous chemicals information).

11. Clear and maintain drainage and stormwater systems (including catch basins, ditches, and culverts) and take steps to prevent erosion and standing water.
12. Maintain all Port equipment including cleaning, ensuring proper fluid levels, and replacing consumable parts.
13. Document repairs, replacement, and other performed maintenance.
14. Purchase tools, equipment, spare parts, and other supplies, as needed, subject to public procurement/contracting procedures and supervisor review.
15. Plow/remove snow and apply snow/ice melt as circumstances and policy require using plow, backhoe, snow blower, shovel, etc.
16. Monitor, maintain, and repair sanitary sewer lift station.
17. Perform basic electrical installation and modification including replacing light fixtures and ballasts, switches, outlets, circuit breakers, etc.
18. Perform basic finish work including drywall repair, texturing, painting, sanding, staining, minor cabinetry, etc.
19. Prepare for, and work during, special events and emergency situations.
20. Insure proper function and burning time of exterior lights.
21. Maintain building exteriors including touch-up painting, window/pressure washing, roof sealing, and hose bib repair.
22. Insure proper condition and operation of railroad spurs including weed and debris removal, crosstie condition assessment, and switch tests and conduct or report needed repairs.
23. Insure the presence and maintenance of all Port signs.
24. Manage Bingen Lake and Bingen Harbor including weed control, reintroduction of native plants, rip-rap repair (harbor), water level (lake), and pump intake (lake).
25. Perform grounds-keeping duties not subject to contract or as circumstances dictate.
26. Maintain public park/restroom facilities including removing garbage, stocking paper supplies, and insuring cleanliness.
27. Insure gates, access doors, and maintenance hatches are properly secured.
28. Maintain Port roads including sweeping, striping, and pothole repair.
29. 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 initial and random safety testing.
3. The Port is a smoke-free, tobacco-free, and drug-free workplace.
4. The Port is an equal opportunity employer.
5. The Port is a small public agency with a maximum of six employees.
6. This is a working position that includes multiple responsibilities and requires manual labor.