

PORT OF PORT TOWNSEND

POSITION DESCRIPTION

Position Title: Maintenance Technician II

Department/Location: Maintenance Shop, Port Facilities

Reports to: Operations Manager

Position Summary:

The Maintenance Technician II performs a wide variety of carpentry, painting, plumbing, electrical and mechanical system repairs, construction, and projects; assists on project planning, troubleshooting and purchasing; works with the mechanic, carpenter, electricians, and/or contractors on projects and day-to-day services; and helps out on facility grounds keeping, mowing, clean-up, and other functions.

Major Duties and Responsibilities

Duties and responsibilities shown are intended to indicate the type of work performed and should not be understood as an exhaustive list of all tasks assigned to this position.

- A. Performs a wide variety of maintenance tasks to Port facilities including Jefferson County International Airport (JCIA) and assists or performs carpentry, plumbing, painting, electrical, and mechanical system repairs.
- B. Performs safety and emergency service duties and responsibilities.
- C. Plans and completes a variety of projects such as rebuilding power and PVC boxes, repairing waste connectors, piling and net float repairs, airport light checks and replacements, sewer and water leaks, and preventive maintenance.
- D. Checks port facilities, maintenance and operating equipment, identifies matters requiring attention and assists on setting up jobs and supplies.
- E. Performs mowing, cleanup, restroom, waste removal, custodial and grounds tasks.
- F. Operates a variety of maintenance testing and operating equipment.
- G. Coordinates and works closely with the maintenance staff and with the moorage and yard staff, Port customers, vendors and lease tenants.
- H. Assist Yard staff with boat hauling and blocking as assigned.
- I. Performs other duties as assigned

Minimum Qualifications

To perform this job successfully, an individual must be able to perform all of the duties in an efficient and competent manner. The requirements and conditions listed are representative of the minimum levels.

1. Education: High school diploma or GED required, with training in facilities maintenance desirable.

2. Knowledge/Experience: Three years progressively responsible equipment operator, safety, carpentry, plumbing and facility experience with project planning, layout, and inspection responsibilities. Valid Washington State Driver's license.

Knowledge, Skills, and Abilities

Requirements outlined in this position description may be subject to modification to reasonably accommodate individuals with disabilities otherwise qualified for this position.

1. Must have a working knowledge of facilities, equipment and grounds maintenance.
2. Marine related facilities and maintenance experience is a plus.
3. Experience in plumbing and electrical required.
4. Must be able to operate light and heavy-duty construction equipment.
5. Ability to work as a team member or independently and perform assigned tasks and projects with minimal supervision.
6. Must have the ability to establish and maintain effective communications/working relationships with co-workers, management, customers, and with the general public.
7. Possession of a commercial driver's license endorsement desirable.
8. Skills and abilities to observe and practice safe operating procedures and assist in environmental education and customer training functions.

Physical Requirements

Physical demands reflect the position's responsibility for facilities and equipment maintenance duties. Physical efforts require extended periods of walking, stooping, reaching, feeling, bending, kneeling, climbing, grasping, handling and talking, both in person and over the phone. Requires general vision and hearing. Position may also require standing, crawling, sitting and the ability to push or pull and/or lift and carry up to 100 pounds.

Work Environment

The work environment conditions are representative of those a facilities and grounds maintenance person encounters while performing the day-to-day functions of this job. The work environment includes frequent duties in outdoor and storm conditions, with temperatures as low as 0 and as high as 100 degrees (Fahrenheit), frequent working on wet and slippery surfaces and may include duties performed at night in areas with little or no lighting, as well as exposure to shop and equipment electrical and mechanical risks, noise levels, and hazards.

Equal Opportunity Employer – Americans with Disabilities Act