



Port of Ilwaco

CREATED/UPDATED: January 31,2025

TITLE: Maintenance Worker

REPORTS TO: Operations Manager

CLASSIFICATION: Full-Time, Non-Exempt

BENEFITS: Full benefits

DEFINITION:

This is a semi-skilled position for the Port of Ilwaco. This position performs a variety of maintenance duties requiring knowledge of various trade skills such as carpentry, plumbing, painting, grounds keeping/landscaping, etc. Works independently in miscellaneous assignments, completing tasks as needed and in a timely manner. This position is required to work as scheduled and will include seasonal weekend and holiday work.

The statements in this job description reflect general details as necessary to describe the principal functions of this job. The levels of knowledge and skill and the scope of responsibility are those typically required for this position and should not be considered as an all-inclusive listing for work requirements. Individuals may perform other duties as assigned.

CONTROLS OVER WORK:

This position performs under the direction supervision of the Operations Manager.

ESSENTIAL DUTIES INCLUDE:

- Receives written work orders or verbal instructions Operations Manager
- Carries out routine cleaning duties that meet established quality standards for all Port-related operations; ensures the recognized standards are maintained and that quality, and delivery commitments are met
- Marina related duties such as securing boats to docks, connecting and monitoring utility services (water, power, sewer), facility sanitation and pump-out facilities. Read all electrical meters and pass data onto Port office for billing.
- Boatyard related duties such as hauling out, hanging and launching boats.
- Routinely operates, motor and water vehicles and other various mechanized equipment
- Reports disturbances in dock area to superiors and maintains general vigilance
- Provides service to marina and facility guest and carries out routing marina maintenance
- Daily dock walk for vessel inventory and slip availability using prescribed Port equipment (handheld device) when needed.

- Cleans buildings, washes windows, and remove garbage from Port owned property on an occasional basis
- Paints interior and exterior walls and trim
- Repairs or replaces building wood, brick, stone and concrete
- Maintains and repairs plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses
- Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as riding mower and HVAC equipment
- Assist in the maintenance, operation and repair of mechanical and structural systems of building and utility distribution
- Operate a variety of equipment such as lawn mowers, pressure washers, weed eaters, saws, drills, drain routers and other equipment related to the maintenance of buildings and grounds
 - Tier 5 maintenance workers will be responsible for maintaining documentation of all maintenance logs, equipment conditions and repairs. Coordinate assigned task updates, future project projections, and annual budget of maintenance department with Finance Department.
- Other duties may be assigned

WORKING ENVIRONMENT:

- The position will be based in the Port of Ilwaco.
- Job-related contact either by telephone, in person or through written communication with the Port's elected officials, coworkers, outside auditors, outside consultants, vendors and other business-related individuals or agencies
- Extensive contact with the public and required to be professional and courteous with all contacts
- Physically perform the essential duties of the job
- Regularly exposed to moving mechanical parts and high precarious places
- Regularly exposed to outside weather conditions
- Frequently works on or near water, on uneven, wet and/or slippery surfaces
- Frequently exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock and vibration while wearing proper personal protection equipment and following strict company standards
- Occasionally exposed to toxic or caustic chemicals while wearing proper personal protection equipment and following strict company standards
- Noise level in the work environment is usually moderate
- The nature of Port operations are cyclical and a higher level of customer activity will be present in the spring and summer months

PHYSICAL DEMANDS:

- Regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear
- Balancing – maintaining body equilibrium to prevent falling while walking on uneven and/or slippery surfaces

- Regularly lift 75 pounds and have ability to push a minimum of 150 pounds
- Specific vision abilities by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DESIRED QUALIFICATIONS:

- Must be able to perform each essential duty satisfactorily
- Fundamental knowledge of grounds keeping/landscaping, rough and finish construction, common practices and materials used in repairing buildings and mechanical systems, use and care of power tools, procedures and hazards associated with area of work assignment
- Prior experience in marine industry or related field
- Commercial awareness and an eye for detail in all aspects of work
- Three full years of successful experience in a similar job of comparable scope is highly desirable
- High school diploma or GED required
- Must be 18 years or older
- Valid State vehicle operator’s license and driving record acceptable to the Port’s insurance carrier

COMPETENCIES:

- Demonstrate excellent customer service skills with a diverse customer base
- Successfully manage time and prioritize tasks within given parameters
- Establish and maintain effective working relationships with other Port employees, Commissioners, other agencies and public in general
- Communicate effectively, both orally and written, with individuals and groups regarding all issues or regulations effecting the Port
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to apply common sense understanding to carry out written or verbal instructions
- Ability to deal with problems involving several concrete variables in standardized situations
- Operate equipment pertinent to job duties

The Port of Ilwaco complies with all federal and state rules and regulations and does not discriminate on the basis of race; color; national origin; sex; age; disability; sexual orientation, including gender identity; disability or military action veteran status. This holds true for all employment. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

