

Port of Ilwaco Job Description

Job Title: Casual/Summer Part-time Maintenance Worker II
FLSA Status: Hourly/Non-exempt
Reports To : Operations Manager

SUMMARY

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, groundskeeping/landscaping, etc. Works independently in miscellaneous assignments, completing tasks as needed and in a timely manner.

The statements in this job description reflect general details as necessary to describe the principle 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives written work orders or verbal instructions from Maintenance Supervisor or his/her assignee.

General landscaping including cutting grass and trimming weeds on Port property.

Cleans buildings, washes windows, and removes garbage from Port owned property on an occasional basis.

Paints interior and exterior walls and trim.

Maintains and repairs plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.

Repairs or replaces building brick, stone, and concrete.

Maintains and repairs wood parts of buildings.

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 buildings and utility distribution.

Operate a variety of equipment such as lawn mowers, edgers, saws, drills, drain routers and other equipment related to the maintenance of buildings and grounds.

Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fundamental knowledge of groundskeeping/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.

EDUCATION and/or EXPERIENCE

Some janitorial and carpentry skills are required.
Must be 16 years of age.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State Driver's License
Proof of eligibility to work in the United States

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is 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; and talk or hear. The employee must regularly lift 75 pounds and have the ability to push a minimum of 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

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