



# Port of Ilwaco

**CREATED/UPDATED:** January 2017

**TITLE:** Seasonal/Summer Part-time Maintenance

**REPORTS TO:** Marina/Dredge Supervisor

**CLASSIFICATION:** Temporary/Seasonal/Non-Exempt

**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, grounds keeping/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.

**CONTROLS OVER WORK:**

This position performs under the direction supervision of the Marina/Dredge Supervisor

**ESSENTIAL DUTIES INCLUDE:**

- Receives written work orders or verbal instructions from Marina/Dredge Supervisor or his/her assignee.
- General landscaping including cutting grass and trimming weeds on Port property.
- Cleans buildings, washes windows, and remove garbage from Port owned property.
- Cleans and general restroom maintenance on a daily basis, or more frequently if required.
- Paints interior and exterior walls and trim.
- Maintains and repairs minor plumbing leaks.
- Maintains and repairs wood parts of buildings.
- Assist in the maintenance, operation and repair of equipment.
- Operates a variety of equipment such as lawn mowers, lawn edger, drills, drain routers and other equipment related to the maintenance of buildings and grounds.
- Other duties as assigned.

**WORKING ENVIRONMENT:**

- The position will primarily be based in the Port of Ilwaco and may also include time at the Port of Chinook (7 miles away).
- Job-related contact with the Port's elected officials and coworkers
- Extensive contact with the public and required to be professional and courteous with all contacts
- Physically perform the essential duties of the job
- The nature of Port operations are cyclical and a higher level of customer activity will be present in the spring and summer months

**DESIRED QUALIFICATIONS:**

- Must be able to perform all essential duties satisfactorily
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties
- 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
- Valid State vehicle operator's license

**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 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 apply common sense understanding to carry out instructions, in written, oral or diagram form
- Ability to deal with problems involving several concrete variable sin standardized situations
- Operate equipment pertinent to job duties
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties

**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.

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.