



1804 Scott Road, Suite 303 o P.O. Box 872
Freeland, WA 98249

Phone: 360-331-5494 Fax: 360-331-5414
www.portofsouthwhidbey.com

Port Maintenance Technician Position Description

Position Description

This is a full-time non-exempt position. This position performs routine maintenance on buildings, facilities and equipment, groundskeeping, and janitorial duties to ensure the Port properties are clean and well-maintained. Employee will report to the Maintenance and Operations Supervisor and is required to perform the following duties and undertake the following responsibilities in a professional manner.

Minimum qualifications

A successful candidate must have the ability to manage multiple projects and must have excellent interpersonal and communication skills, and the ability to work independently.

- Ability to assess maintenance issues and improvement projects, provide a plan for a solution, while completing or overseeing many of those projects individually.
- Ability to operate and use various tools/machines required to perform groundskeeping and maintenance tasks (i.e. tractor, lawn mower, leaf blower, power tools, pressure washer, etc.).
- Ability to work well alone/self-guided.
- Valid Washington State Driver License required.
- Experience conducting routine maintenance tasks: carpentry, plumbing, general repairs.
- Have a desire to help our team grow, restore, and care for the Port facilities.
- Have a positive attitude and enjoy working with a team.

Essential Duties

- Small repair and improvement projects such as installing windows and doors, replacing fencing, barn repairs, carpentry, and plumbing repairs.
- Small repairs and improvements at marine facilities such as installing/removing seasonal boating floats, moorage slips and cleaning boat ramps.
- Assist the Maintenance and Operations Supervisor and other Port employees in project completion, and both short and long-term planning.
- Aid in the response to hazardous materials spills and ensure containment according to established regulations at both marine and in-land facilities.
- Work varied hours, including evenings, weekends and some holidays.
- When required, provide support to events occurring at Port facilities.
- Perform routine janitorial duties: sweep, mop, clean toilets, clean sinks, clean showers, replace light bulbs, refill paper products, empty trash cans, and wipe down mirrors and other surfaces.
- Typical groundskeeping: mowing, tree trimming, and cut/control blackberry brambles, etc.
- Collect trash from trash receptacles.
- Maintain RV dump site cleanliness.
- Perform other maintenance duties as assigned by the Maintenance and Operations Supervisor.



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Work Environment

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and/or toxic/poisonous agents. Work over water and from a floating platform and/or boat may be required.

Physical Demands:

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer and to inspect Port facilities and surroundings; strength and stamina to perform minor-to-moderate maintenance and repairs to facilities and equipment and to respond to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

ADA Compliance:

Physical Ability: Tasks Involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

The Port is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Benefits – Full Time non-exempt employee

- Wage: \$24.00 per hour.
- \$600/month healthcare stipend.
- \$40/month mobile phone stipend.
- Position includes the option for supplemental insurance with Colonial Life.
- Position is eligible for enrollment in the Port's SIMPLE IRA program with a 3% Port match during the open enrollment period (Nov – Dec) if \$5,000 in gross pay is earned prior to the end of the calendar year in the first year of employment.
- Sick Leave (1 hour accumulated for every 40 hours worked)
- Vacation (80 hours annually, prorated)
- 11 Paid Holidays
- Personal Leave (48 hours annually, prorated)