



## Port of Douglas County Job Description

Job Title: <b>Maintenance Technician</b>	Department: <b>Property &amp; Maintenance</b>
Revision Date: <b>January 1, 2012</b>	Fair Labor Standards Act (FLSA): <b>Non-exempt</b>

### Position Overview

The Maintenance Technician is responsible for tasks related to the operations and maintenance of facilities, equipment and properties owned and/or operated by the Port of Douglas County. This hourly, nonexempt position works under the supervision of the Maintenance Manager.

### Essential Job Functions

- Performs functions related to various trades (e.g. carpentry, painting, plumbing, mechanical, electrical, welding, masonry, etc.) for the purpose of maintaining buildings, grounds, facilities and equipment in appropriate operating condition.
- General building maintenance and servicing to include general building repairs, roofing, painting, door and window replacements, insulation, concrete work, electrical, floor and plumbing repairs, mowing by hand or with machines, shoveling, lifting, moving or storing materials, earth moving, structure demolition.
- Interior building work and janitorial services including operation of floor and carpet care equipment, cleaning of windows, restrooms, and any/all surfaces that maintain a clean and healthy building.
- General grounds maintenance including installation, repair and preventative maintenance of pavements, fences, grounds, lighting, irrigation systems, water and sewer facilities and signs. Seasonally, mow and maintain landscaping and grounds, and be knowledgeable of snow removal procedures at different Port facilities.
- Initiate and complete assigned routine maintenance and repair tasks, inspections and procedures. Secure maintenance department tools, vehicles and facilities when not in use.
- Properly utilize, operate, inspect and maintain hand and power tools, motorized vehicles and equipment in accordance with commonly accepted equipment manufacturer recommendations.

### Working Conditions

- Work outside, at night and during inclement weather conditions. The work requires the ability to walk over rough, uneven terrain and travel to work sites throughout Douglas County.
- Significant lifting, carrying, pushing and/or pulling, up to 50 lbs.
- Frequent climbing and balancing, stooping, kneeling, crouching and/or crawling.
- Work schedule may be flexible and may require on-call emergency response after normal work hours.
- Some travel may be required, with occasional overnight travel and weekend or evening work.
- Some work will be conducted in an office setting.



# Port of Douglas County Job Description

## Requirements

- High school diploma or GED.
- Three (3) or more years of experience in a similar or related maintenance capacity.
- Knowledge of tools, materials and methods used in the maintenance, repair and improvement of buildings, related facilities, equipment and grounds.
- Ability to operate and maintain lawn mowers, trimmers, blowers and a variety of other small tools and power equipment.
- Working knowledge of janitorial equipment and building maintenance activities, as well as basic vehicle and equipment maintenance and repairs.
- Valid Washington State Driver's license.

## Other Skills/Abilities

- Ability to perform multiple tasks with frequent interruptions, and to respond to changing priorities in an organized, effective manner.
- Demonstrated commitment to on-going, high quality work outcomes.
- Must be self-motivated and able to work independently, with little or no supervision, once work is assigned.
- Ability to establish and maintain effective working relationships with other employees, tenants and the general public.
- Basic computer applications ability and skills.
- Must be able to physically see, speak and hear clearly, and to speak, write and understand English, proficiently.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. The Port of Douglas County is an Equal Opportunity Employer.

## PORT OF DOUGLAS COUNTY – MAINTENANCE TECHNICIAN

- The Port of Douglas County is seeking qualified persons for the position of Maintenance Technician. This is a permanent, F/T laborer position, with benefit package.
- A resume and Port of Douglas Employment Application are required. These will be accepted until 5:00 p.m. January 31, 2012. They may be submitted electronically to the Port of Douglas County, attention: Thad Brewer at [thad@portofdouglas.org](mailto:thad@portofdouglas.org) or can be mailed or brought to the Port of Douglas County, 3306 5<sup>th</sup> Street SE, East Wenatchee, WA.
- Documents to be included for interested applicants
  1. Job Description – Maintenance Technician
  2. Port of Douglas Application for Employment
  3. Benefit Package Information
    - Rate of Pay - \$15/hr.
    - WA State Health Care Authority Insurance Coverage – Medical, Dental
    - WA State Dept. of Retirement Systems Pension Plan – PERS 3
    - PL as per Port Personnel Policy and Procedures Manual



**Port of Douglas County - Application for Employment**

Talents, Skills or Hobbies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>REFERENCES</b> <i>(Please do not include relatives)</i>		
Name	Address	Office/Home Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMPLOYMENT RECORD**  
*(Former employment beginning with latest employment)*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Salary (monthly): Beginning \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

Duties: \_\_\_\_\_

Date employment started: \_\_\_\_\_ Date employment ended: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Salary (monthly): Beginning \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

Duties: \_\_\_\_\_

Date employment started: \_\_\_\_\_ Date employment ended: \_\_\_\_\_

**Port of Douglas County - Application for Employment**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Salary (monthly): Beginning \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

Duties: \_\_\_\_\_

Date employment started: \_\_\_\_\_ Date employment ended: \_\_\_\_\_

1. Do you possess a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Driver's license number: \_\_\_\_\_ Car license number: \_\_\_\_\_

3. Professional licenses: \_\_\_\_\_

4. Do you have any activities, commitments or responsibilities that may prevent you from meeting work attendance requirements? Yes \_\_\_\_\_ No \_\_\_\_\_  
Comments: \_\_\_\_\_

5. Do you have any problems in becoming lawfully employed in this country because of visa or immigration status? Yes \_\_\_\_\_ No \_\_\_\_\_  
Comments: \_\_\_\_\_

6. Can you provide proof of citizenship, visa or alien registration number after being hired? Yes \_\_\_\_\_ No \_\_\_\_\_  
Comments: \_\_\_\_\_

7. Have you been convicted, or have you served time in a correctional institution within the past seven (7) years, for any crime which might have some bearing on your qualification and fitness to accept the duties and responsibilities of the position for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give details: \_\_\_\_\_  
Comments: \_\_\_\_\_

**PLEASE READ THE FOLLOWING AND SIGN BELOW:**

*I certify that all statements above are true to the best of my knowledge. I understand that false statements shall be sufficient cause for termination.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date