

**PORT OF SKAGIT**  
Job Description

**Position Title: Maintenance Technician 1- Seasonal**

**Title of Immediate Supervisor:** Facilities Supervisor.

**Title of Positions Directly Supervised:** None

**BASIC JOB PURPOSE:** Perform work under direct and general supervision to provide general maintenance support to marina, airport and facilities operations, port buildings and grounds, seasonally. Promote the Port's Promise, Mission, Vision and Values.

**PRINCIPAL DUTIES AND RESPONSIBILITIES\***

Duties include marina, airport and business park maintenance and operations and vary depending on priorities, shift, specialty, seasonal, and day-to-day activities.

1. Implement the Port's Promise, Mission, Vision and Values including truthfulness, integrity and teamwork. Demonstrate environmental responsibility, leadership and demonstrate the values on a daily basis.
2. Ability to build good working relationships with coworkers, Supervisors, Managers, Executive Director and the public; exercise good communication skills and create an environment of trust and mutual respect.
3. Ability to work safely and follow all safety rules and guidelines.
4. Provide basic grounds work including equipment operation for mowing, clipping and weeding, fertilizing and spraying, pruning, sweeping, trenching, trail and dock maintenance, brush and leaf removal.
5. Assist in repair and maintenance of equipment, buildings, and support systems, as directed.
6. Performs custodial work on a regularly basis. Responsible for the cleanliness of maintenance buildings, public restrooms and other public access areas. Cleans docks and boat wash pads, which may include pressure washing.
7. Support Maintenance Technicians, as instructed.
8. Perform other duties, responsibilities, and special projects as may be required.

\*Listed in order of most time-consuming to least time-consuming.

**WORK PERFORMED**

Assists with Airport, Business Park and Marina Facilities, equipment, and operation, administrative tasks.

Type of Equipment: Motor vehicles, golf carts, mowers, sprayers, power and hand tools, lifters, telephone and cell phones, specialty equipment for construction and carpentry, plus other basic shop tools and equipment including pressure washers.

**WORKING CONDITIONS**

Work is performed both indoors and outdoors. Some work may be performed sitting at a desk operating a computer, phone and other related office equipment. Work performed outdoors may require walking and or standing for long periods of time on hard uneven surfaces and/or in grassy wetland environment. While working indoors, typically the noise level in the work environment is moderate. While working outdoors, the noise level may increase from moderate to high. Exposure to loud noises, both indoors and outdoors, on a daily basis is due to industrial, aviation, marine, maintenance and repair activities. The work environment could include the use and handling of chemical substances and solutions; which could be potentially hazardous if label instructions are not adhered to, mixed or combined properly.

**PHYSICAL REQUIREMENTS**

This position requires the ability to hear, speak and understand the spoken word in order to respond promptly to calls for assistance and to be able to communicate clearly. Must have the dexterity and manual skill required to operate the keyboard of a computer terminal, cell phone, a radio communications device, and the ability to read maps, drawings and other related project materials. This position also requires the ability to operate a motor vehicle and to maneuver through various types of terrain (asphalt, gravel, treed, wetland and uneven surfaces) in the environment.

**TRAINING, EDUCATION & EXPERIENCE REQUIREMENTS**

**Formal Education:** High school graduate or equivalent, must be at least 18 years of age. Additional training and/or education in maintenance technical courses is desirable.

**Work Experience:** Maintenance/equipment experience desirable.

**Training/Certification:** Maintain valid Washington State driver's license and good driving record.

**AUTHORITY DELEGATED TO THE POSITION:**

<b>Authority</b>	<b>To Decide &amp; Act</b>	<b>To Recommend</b>	<b>Not Applicable</b>
Establish own work plans and schedules			XX
Make method improvements to increase efficiency			XX
Establish and/or revise policies and procedures			XX
Hire staff			XX
Promote staff			XX
Discipline, demote, or terminate an employee			XX
Make substantial financial/contractual commitment			XX
Redirect the use of funds within approved budget			XX
Revise operating policies			XX
Change the organization structure			XX

**WAGE/HOUR STATUS:** \_\_\_ Exempt (Salaried)    XX Nonexempt (Hourly)

Employee:

Effective Date:

\_\_\_\_\_  
Signature

Approved:

Effective Date:

\_\_\_\_\_  
Executive Director