

PORT OF SKAGIT
Job Description

Position Title: Maintenance Technician 2

Title of Immediate Supervisor: Facilities Supervisor.

Title of Positions Directly Supervised: None

BASIC JOB PURPOSE: Perform work independently or under general supervision to provide more complex troubleshooting, installation, repair and maintenance to marina, airport and facilities operations, port buildings and grounds. Position requires the application of considerable knowledge of departmental equipment, facilities and operations; and the use of a wide variety of equipment, including the operation of heavy equipment. Promote the Port's Promise, Mission, Vision and Values.

PRINCIPAL DUTIES AND RESPONSIBILITIES*

1. Implement the Port's Promise, Mission and Vision. Exhibit the Port's values, behavioral and leadership expectations including truthfulness, integrity and teamwork.
2. Demonstrate work place safety: follow all safety rules and guidelines, lead by example, and encourage safety practices in colleagues.
3. Perform skilled trades work pertaining to one or more of the following trades: carpentry, electrical, grounds, fiber optics, painting, plumbing, and welding.
4. Respond to customer maintenance requests with a high level of professionalism and customer service.
5. Proficiently operate a wide variety of equipment such as dump trucks, vacuum sweepers, backhoes, grinders, forklift and roadside mowers, and may occasionally operate heavier equipment.
6. Track work using the Port's work order system.
7. Respond to after-hours call-outs and to snow day call-outs, as requested.
8. Maintain accurate and complete records which may include: maintenance inspections, pesticide applications, training, service and repairs, equipment, facilities, and other pertinent records, as required and requested, including work order and punch list completion records.
9. Provide spill response per HAZWOPER operations level training and ICS first response during working hours until other primary response arrives.
10. Perform other duties, responsibilities, and special projects as may be required.

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

WORK PERFORMED

Examples of projects include trail bridge construction, runway taxi light installation, office lighting relocation, equipment and facility maintenance, building repair, grounds work, trenching, snow removal and sweeping.

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

WORKING CONDITIONS

Work is performed both indoors and outdoors. Some work will 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, 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. Typically requires 2 – 3 years' experience. Additional education in maintenance technical courses is desirable.

Work Experience: Minimum of two (2) years in facilities and equipment maintenance field, and proficiency in operation of referenced equipment required.

Training/Certification: Maintain Washington State Driver's License and good record (must be insurable). Employer Sponsored Programs: Required Training/Certification: Basic Environmental Compliance Training Certification or equivalent, Pesticide Applicator's License, First Aid and CPR certification, eight (8) hour HAZWOPER Awareness Certification, and ICS First Responder Certification.

AUTHORITY DELEGATED TO THE POSITION:

Authority	To Decide & Act	To Recommend	Not Applicable
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