

Maintenance Worker I

Full Time Employee
Maintenance Department
Non-Exempt Position
Salary: \$17.00 – 20.00 per hour

General Description of Duties:

The Maintenance Worker I position is an entry-level position responsible for a wide variety of semi-skilled and skilled tasks in the maintenance, repair, development and caretaking of Port-owned public spaces, parks, gardens, buildings, and other facilities. The position performs grounds maintenance and janitorial service of Port parks, open spaces, and building grounds. The position may perform various construction, maintenance, and repair work as directed.

The position is considered essential labor. The position works under the direction of the Maintenance Manager and the Operations Manager. The position may also receive technique, safety, and quality control on-site direction from Maintenance Department II level crew members. This is a public-facing position with key responsibilities to ensure a high-quality experience for Port facility users. The position is expected to be able to complete work and projects with limited supervision on assigned duties and projects.

Essential Duties:

- **Construction and Building Maintenance, Repair:**
 - Assist in building maintenance, repair, remodel, and construction projects as described in approved work orders.
 - Operate light equipment including, but not limited to, riding and push mowers, weeding equipment, chain saws, and other power tools. Must complete and maintain any required certification training for operators.
 - Perform vehicle maintenance as directed.
 - Assist in building and facility repair project as directed with tasks including basic carpentry, plumbing, clean-up, and other tasks as directed.
 - Regular cleaning and janitorial service of Port-owned buildings and facilities including cleaning public restrooms, window cleaning, trash removal, floor and bathroom cleaning, and dusting.
 - Parking lot and road maintenance and seasonal clean-up of leaves and debris.
 - Assist Events Manager and Seasonal Events Worker in completing facility check lists after rental and permitted uses.

- **Parks and Grounds Maintenance:**
 - Regular mowing, edging, trimming, weed control, fertilizer application, tree pruning, plant and flower bed maintenance.
 - Assist the Events Manager and Seasonal Events Worker as requested for facility rental and permitted uses, special events, event site development and maintenance, and planning.
 - Assist in the maintenance and repair irrigation system, take monthly readings of irrigation water usage and report to the Administrative Assistant.
 - Assist in Port garden bed planting and maintenance with upkeep at a high-quality level throughout the year.

- Assist with the transport, installation, storage, and maintenance of Port owned community celebration supplies including event chairs, tables, and A/V equipment, Christmas Light displays, flags, props and games, and other items.
- **Bridge and road maintenance and traffic control:**
 - To the extent employee is certified to do so, provide flagging and traffic control for road and lane closures for maintenance projects on the bridge, roads, parking lots as well as directing park visitor traffic during special events and high traffic levels.
 - Shoveling, sanding, leaf blowing, and other regular and seasonal road, sidewalk, pathway and parking lot maintenance.
 - May be called to assist for 24-hour emergency response.

Non-Essential Duties:

- As assigned. May include responding to after hours emergencies on Port grounds and facilities.

Supervision:

The Maintenance Worker I works under the supervision of the Maintenance Manager and the Operations Manager. Day-to-day activities are assigned by the Maintenance Manager. The Maintenance Manager provides the annual performance review. New or unusual assignments or situations receive guidance from the Maintenance Manager or Operations Manager. Work technique, safety, and quality control on-site direction from Maintenance Department II level crew members. Guidance is communicated orally and/or in writing, and results are reviewed for and to assure use of proper methods. Other duties assigned can vary related to projects or tasks as deemed necessary by the Port or supervisor.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Minimum Qualifications:

- **Education:** High school diploma or GED required.
- **Experience:** Minimum of six months prior relevant experience is required.
- **Approvals:** Must be bondable.
- **Certifications:** Possess and maintain a valid driver's license with a good driving record. Must have chemical certifications or be able to complete the certification process within six months of hire date.
- **Must pass pre-employment drug test, physical, and criminal background check.**

Required Knowledge, Skills, Abilities:

- This position requires stamina and strength to perform physical labor on a regular basis. Requires occasional standing and walking for long periods of time. Requires lifting of up to 75 pounds. Some work may be done in cold, wet, and highly inclement weather.
- Must possess or be able to obtain and maintain a valid Driver's License and any required certifications for the operation of job-related equipment and vehicles.
- Basic computer skills, ability to use mobile device apps as needed.
- Good interpersonal communication skills.

Physical Requirements and Working Conditions:

- Most work is performed out of doors in all weather conditions.
- Requires stamina and strength to perform physical labor on a regular basis.
- Requires ability to stand and walk for long periods of time.
- Requires frequent bending, crouching, kneeling, stooping, reaching, and crawling.

- Requires frequent lifting and carrying objects weighing up to 60 pounds, and occasional lifting and carrying objects weighing up to 100 pounds.
- Requires ability to climb and balance.
- Work involves irregular work hours, including evening and weekend work.
- Work may involve irregular meal and rest periods.
- May require on call service anytime of the day or night.
- Work involves a definable safety hazard and requires the use of safety equipment.
- Work is at times performed under conditions that expose employee to excessive heat, cold, and moisture (rain or snow). Work may involve potential exposure or risk of exposure to chemicals, electrical shock, oil, and grease. Ability to understand and follow safety protocols and procedures is essential.
- Work is sometimes performed on slippery, uneven, and steep surfaces and in the proximity of moving equipment.
- Work is often performed at heights.

Relationship With Others:

The Maintenance Worker I has regular telephone or in-person contact with members of the public, Port customers and tenants, employees of other departments, vendors, and other public agency staff to provide and exchange information. Contact typically involves providing and clarifying information; resolving discrepancies; enforcing compliance with rules and lease contract terms; and communicating Port policies and procedures. Communication may be both oral and written.

I acknowledge that I understand and agree to perform the duties and responsibilities of the Maintenance Worker II position.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____