



Port of Klickitat

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Bingen, WA 98605
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Job Description

Job Title:	Maintenance Technician
Reports To:	Executive Director
Supervises:	(none)
Wage:	\$19.00 to \$24.00 per hour (depending on qualifications)
Overtime:	Yes, with supervisor approval (over 40 worked hours/week and holidays)
Benefits:	Medical / Dental / Vision / Life / Pension (employer paid)
Classification:	Permanent, full-time, non-exempt
Regular Hours:	7:00am to 4:00pm, Monday through Friday (typical) Infrequent unscheduled after-hours and weekend work may be required 4:00pm to midnight, Independence Day Fireworks Event (every third year off)

Minimum Qualifications (required):

1. High school diploma or general education degree (GED).
2. One year relevant experience in maintenance, irrigation, grounds-keeping, or related work.
3. Valid driver's license and insurable driving record.
4. Ability to communicate (read, write, and speak) in English.
5. Ability to perform basic arithmetic including the ability to calculate amounts and percentages.
6. Ability and willingness to read and comprehend written instructions and documents such as safety rules, installation, operating, and maintenance manuals, procedures, and safety data sheets.
7. Ability to interpret and apply instructions furnished in written, oral, diagram, or schedule form.
8. Basic computer skills including use of Internet browsers and office applications (word processing and spreadsheet software).
9. Ability to work collaboratively with co-workers and communicate with Executive Director.
10. Ability to diagnose and resolve unexpected or unknown problems by independently locating and utilizing applicable information.
11. Ability to juggle and follow through on multiple concurrent projects with changing priorities.
12. Ability to accommodate unplanned/unscheduled projects and tasks.
13. Ability to stay on task and regularly work with and without direct supervision.
14. Skill and experience operating small power tools, machinery, and equipment.
15. Willingness to study and understand Port systems and equipment, acquire additional knowledge and learn new skills.
16. Ability to work with different parts, systems, and equipment in situations where limited standardization exists.
17. Ability and willingness to identify and control weeds including herbicide application.

Desired Qualifications (not required—preference given to candidates possessing):

1. Experience with, or knowledge of, basic electrical, plumbing, and/or finish work.
2. Experience with, or knowledge of, water line installation or repair.
3. Experience with, or knowledge of, pump and/or small-motor maintenance and repair.
4. Experience with, or knowledge of, diesel and/or gasoline engine maintenance and repair.
5. Experience with, or knowledge of, hydraulic maintenance and repair.
6. Ability to read and understand blueprints, plan sets, etc.

Physical Demands:

1. Sit, climb, balance, stoop, kneel, crouch, crawl, and travel over steps and on uneven, brushy terrain.
2. Regularly lift or move up to 25 pounds and occasionally lift or move up to 50 pounds.
3. Use hand tools, grasp objects or controls, carry and operate machinery.
4. See close up and at a distance. Possess peripheral vision and depth perception.
5. Hear warnings and other audible indications of dangerous conditions.

Working Environment:

1. Frequently works outside in weather conditions that range from hot and dry to cold and wet (including snow/ice).
2. Occasionally works in close proximity to traffic and moving vehicles.
3. Drives vehicles and/or equipment on the job as needed.
4. Regularly works in shop environment.
5. Occasionally works in office environment.

Potential Hazards:

1. Moving mechanical parts and equipment (frequently).
2. Noise and vibration (frequently).
3. Airborne dust, particles, and debris (occasionally).
4. High, precarious places (occasionally).
5. Electric shock (occasionally).
6. Fumes and toxic or caustic chemicals (rarely).
7. Fire and smoke (rarely).
8. Bee stings and snake bites (rarely).

Duties and Responsibilities:

1. Regularly review work plans, project status, and assignments with Executive Director.
2. Work collaboratively with Maintenance Lead to complete tasks/assignments as a team or individual.
3. Complete and maintain records for communication and documentation, for example: vehicle maintenance and fire extinguisher inspections. Document tasks performed and measure progress toward goals.
4. Perform all duties and responsibilities in a safe and responsible manner using appropriate safety gear, for example: gloves, face shield, hard hat, safety glasses, ear plugs, and safety harness.
5. Communicate with tenants and the public in a professional manner and in accordance with Public Records Act trainings provided by the Port.
6. Perform grounds-keeping duties such as mowing, weeding, and tree pruning.
7. Maintain Port equipment including cleaning, ensuring proper fluid levels, and replacing consumable parts.
8. Regularly operate power tools and equipment including mowers, edgers, weed-eaters, hedge trimmers, chainsaws, and blowers.
9. Occasionally operate heavy equipment including a backhoe, skid-steer, and dump truck.
10. Perform janitorial duties including cleaning, vacuuming, mopping, dusting, and garbage disposal.
11. Maintain parks and restroom facilities, including janitorial duties. Monitor for and report safety issues and unlawful use.
12. Apply fertilizers, pesticides, and herbicides as required, according to label directions for safe application, and maintain application log.

13. During snow events identify and make safe by removing snow and applying ice melt as circumstances require using plow, backhoe, skid-steer, snow blower, shovel, etc.
14. Manage Bingen Lake and Wetland: operate and maintain lake pumps, monitor water level, and clean pump intake screen, as needed.
15. Maintain and troubleshoot HVAC systems, including quarterly filter replacement.
16. Maintain Port roads including sweeping, striping, pothole repair, weed-eat roadside vegetation and litter pickup.
17. Perform basic electrical troubleshooting and modification including light fixtures, ballasts, switches, outlets, and circuit breakers, etc. Ensure proper function of exterior lights.
18. Perform basic plumbing installation and repair including repairing or replacing toilets, sinks, faucets, water heaters, etc.
19. Maintain, operate, and monitor irrigation systems including repairing/replacing sprinklers, pipes, and winterizing systems.
20. Clear and maintain drainage and stormwater catch basins.
21. Assist Klickitat County PUD in maintaining the Dallesport Industrial Park Water System including reporting water leaks/theft, opening/closing valves, maintain pump house facilities, and valve/fire hydrant maintenance.
22. Monitor and maintain the sewer lift station.
23. Perform basic finish work including drywall repair, texturing, painting, sanding, etc.
24. Maintain building exteriors including touch-up painting, roof sealing, gutters, entry alcoves and window cleaning.
25. Ensure gates, access doors, and maintenance hatches are properly secured.
26. Ensure the presence and maintenance of all Port signs.
27. Purchase tools, equipment, parts, and other supplies, as needed, subject to public procurement/contracting procedures and Executive Director review.
28. Perform other tasks and responsibilities as may be assigned on a case-by-case basis or through modifications to this job description.

Other:

1. Subject to initial and random drug testing.
2. Subject to driving record review.
3. Subject to initial and random safety testing.
4. The Port is a smoke-free, tobacco-free, and drug-free workplace.
5. The Port is an equal opportunity employer.
6. The Port is a small public agency with a maximum of six employees.
7. This is a working position that includes multiple responsibilities and requires manual labor.