

**Job Title:** Maintenance Position  
**Hours:** Full Time (40 hours / week)  
**Pay Range:** \$25-\$39 per/hour DOE  
**Reports To:** Maintenance Lead



## PORT OF FRIDAY HARBOR

**Benefits:** Full benefits package including

- Health, life, and disability insurance
- Holiday, vacation, and sick pay
- Washington State Public Employees Retirement Program

**Principal Purpose of Job:** Responsible for maintaining facilities in a safe condition and performing all routine and non-routine functions of general maintenance, grounds maintenance and assistance with capital improvement projects of the Port Marina, Spring Street Landing, Jackson Beach Park, Airport, and Jensen Boatyard & Marina.

**Level of Authority:** Receives task assignments and general supervision from the Marina Facilities Manager and the Maintenance Supervisor. Work is done independently and requires independent judgment following general procedures and policies.

**Work Environment:** Work is primarily performed outdoors in all kinds of weather conditions, including high winds, rain and cold, creating icy and otherwise hazardous surfaces on the breakwater and floating docks. May be required to drive maintenance vehicles in various road conditions. Potential safety hazards include falling into extremely cold water, handling hazardous materials, working with electricity around water, and risk of explosion from fuel leaks in unattended boats. Some work is performed in an office or maintenance shop. Work requires availability to work a regular weekend schedule, some holidays and as called out in emergencies.

**Essential Job Functions:**

1. Perform general maintenance, construction, fabrication and repairs of docks, shop facilities and grounds as needed or assigned in accordance with skills. This includes performing routine maintenance on marina vehicles and skiff.
2. Assist with capital improvement projects as assigned and in accordance with individual skills.
3. Clean showers, restroom and offices as trained and monitored by Port Custodian.
4. Keep facilities clear of all loose material. Assist in recycling and disposing of collected items, including hazardous materials.
5. Recognize and report hazardous conditions to Maintenance Lead. As directed by emergency personnel, assist in containment and/or extinguishing of fires, oil spills, and other emergency conditions.
6. As directed, keep track of supplies inventory and order additional supplies as needed.
7. Contribute to the daily maintenance log of tasks accomplished. May be assigned maintenance of the log in the absence of the Maintenance Lead.
8. Enforce the Port's rules and regulations as directed by Port management.
9. Maintain excellent relations with the customers, other members of the public, Port Commissioners and co-workers of the Port.

10. Perform all work in accordance with established safety policies and all other reasonable safety standards and practices, including the use of Personal Floatation Devices when directed.

**Additional Job Functions:** The essential functions should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to relieve or cover absences, to equalize peak work periods, or otherwise balance the workload and meet the emergency and ongoing needs of the Port and all Port facilities.

**Qualifications:** Ability to perform one or more of the following professional skills:

1. Carpentry - Dock and building construction and repairs
2. Plumbing - HDPE welding and copper soldering
3. Electrical - Repairs and commercial experience
4. Metal Work - Sheet metal, welding and torch cutting
5. Mechanical - Vehicle maintenance and repairs

Ability to use equipment such as, chain saw, weed eater, edger, skill saw, table saw, drills (including heavy duty), sander, sand blaster, pressure washers, jackhammer, and various pumps (gas, electrical and sewage).

Ability to acquire boating skills sufficient to operate effectively and safely a small skiff and raft, and physically agility and balance sufficient to do repairs from skiff and to board boat to tie off. This includes ability to tie knots and tie up boats and eye-hand coordination to catch lines and help others tie off boats.

Ability to work a 5 day work schedule which may include weekend days, some holidays, and as called out in emergencies.

Ability to operate Port vehicles; must have valid Washington State driver's license and be insurable. Vehicles and equipment include trucks, tractor with blade, skid-steer loader utility vehicle, forklift, crane and bobcat.

Ability to obtain and maintain a first-aid/CPR card.

Physical strength and ability sufficient to lift up to 25 pounds on a regular basis, and up to 60 pounds occasionally, and to pull boats up to 60 feet or more against the wind to tie up in a storm.

Hearing sufficient to communicate in teamwork situations in high winds.

Ability to maintain ongoing visual surveillance of marina facilities.

Sense of smell sufficient to detect chemical leaks and whether respiratory protection devices are functioning properly.

Ability and willingness to develop and upgrade basic computer knowledge and skills as necessary.

Reading ability sufficient to interpret work-related materials such as maintenance manuals, labels on cleaning and painting materials, and Material Safety Data Sheets.

Writing ability to write clearly and legibly various work-related documents such as order forms, vehicle maintenance records and entries into the maintenance log.

Oral communication skills to maintain excellent relations with other Port employees and customers, and to be tactful with customers and the public in stressful situations.

Ability to apply units of measurement and apply them in mixing solutions.

Must be willing to comply with safety requirements, use safety and protective clothing including PFD's, and wear uniform or meet accepted standards of dress.

Skillfulness and willingness to repair, replace, clear waste water (sewer) gravity, pressurized lines and pump station vessel sewer pump out equipment.

Must be willing and able to live on an island and travel by ferry.