

**PORT OF BREMERTON
POSITION OR JOB DESCRIPTION
TEMPORARY PORT MAINTENANCE - ENTRY LEVEL**

- I. **INTRODUCTION**: This temporary position (no longer than 4 months in any 12 month period) performs work of a general maintenance nature and may be assigned at any of the Port's facilities. The incumbent is required to possess basic fundamental skills and knowledge involving grounds, building maintenance, and customer service.

- II. **DUTIES AND RESPONSIBILITIES**:
 - A. Perform work as scheduled and assigned by Supervisor following appropriate safety and operational procedures.
 - B. Perform work necessary to maintain appearance of facilities and grounds at Bremerton National Airport, Olympic View Industrial Park, Port of Bremerton Marinas, and other sites as assigned.
 - C. Operate tools and equipment including, but not limited to, hand and power tools, small water craft, sedans, pick-up trucks, and lawn mowing equipment.
 - D. Operate marina sewage pump out and fueling equipment.
 - E. Assist in docking and repositioning boats as required.
 - F. Perform routine/periodic cleaning, basic maintenance of buildings, structures, and grounds.
 - G. Be alert to situations requiring immediate response to ensure cleanliness, safety, and preservation and protection of life and property. Observe, note, and report maintenance and security problems to Supervisor.
 - H. Other duties as assigned.

- III. **POSITION CONTROL**: This position is under the direct supervision of a designated supervisor at assigned Port facilities. No positions are supervised by the employee.

IV. QUALIFICATIONS:

- A. Skills or familiarity with marine or aviation environment is desirable.
- B. Good writing and math skills are desirable.
- C. Valid Washington State driver's license is required.
- D. Ability to greet and serve public customers.
- E. Essential functions include the ability to stoop, bend, lift and carry and push 50 pounds on a regular basis. (Operating a push mower, and weed eater, weeding in rough terrain, carrying garbage containers, general building and grounds cleaning, and off-loading trucks, are examples of such work.)
- F. Ability to perform the duties described in this description under Section II, Duties and Responsibilities.

VI. WORKING CONDITIONS: This position involves both outdoor and indoor work. The incumbent may work early morning, late evening, and weekend shifts.

VII. OTHER: The consideration of safety is paramount in all work related activity. The person in this position must possess a high level of awareness, judgement, and stability. In addition, the incumbent must be polite, courteous, and have the ability to work well with supervisors, co-workers, and the public in a variety of circumstances. Length of employment under this classification will be no longer than 4 months in any 12 month period.



Kenneth W. Attebery
Acting Executive Director
July 13, 1994