



**PORT OF BREMERTON
POSITION OR JOB DESCRIPTION**

PORT MAINTENANCE II

Revised: November 2019

- I. INTRODUCTION:** This mid-level position performs work of a general maintenance nature and may be assigned at any of the Port's facilities. The employee is required to possess broad general skills and knowledge involving customer service and the maintenance, operation, and repair of buildings, equipment, operating systems and grounds. This position requires the trade skills and well-developed work habits to allow the incumbent to work with minimum supervision and, on certain occasions and when directed, to act as a work lead on small projects. Union membership is required.
- II. DUTIES AND RESPONSIBILITIES:** Perform the Duties and Responsibilities of the Port Maintenance I position and the following:
- A.** Perform work as scheduled and assigned by Lead or manager following all safety and operational procedures.
 - B.** Operate and repair tools and equipment related to operations including, but not limited to, hand and power tools, sedans, trucks, mowing equipment, and other site-specific equipment, e.g., grader, backhoe, snowplow, tractor, forklift, and small water craft.
 - C.** Operate and maintain applicable Port systems including, but not limited to drainage, stormwater, water, and wastewater collection systems and facilities.
 - D.** Other duties as assigned.
- III. POSITION CONTROL:** This position is under the direct supervision and control of a designated supervisor at assigned Port facilities. Duties may include designation as work-leader on some assignments. A work-leader is defined as one designated to complete and or oversee a specific project to completion and which may include the direct oversight of other Port employees assigned to the project.
- IV. TRAINING:** The employee in this position will be required to undertake and successfully complete to the satisfaction of a designated manager, training in all areas of assigned responsibilities as required, including, but not limited to, depending on work location, training in first aid, fueling procedures, familiarity with use of fire extinguisher

and fire suppression systems, de-watering pump operations, hazardous materials, fueling procedures, spill response, and aircraft rescue and fire fighting (as required by assignment). Once qualified, the employee will be expected to assist in training other Port employees.

V. QUALIFICATIONS:

- A. Minimum of two years employment involved with general grounds, facilities, building and equipment maintenance and one year employment with the Port of Bremerton is desired.
- B. Basic knowledge of the Port's building systems, their function and operation is required.
- C. Experience and ability to safely operate the Port's heavy equipment such as backhoe, grader trucks, forklift, or small watercraft is desirable.
- D. Skills or familiarity with industrial, marine or aviation environment is desirable.
- E. High School graduate or equivalent is required. Good writing and math skills are desirable.
- F. Valid Washington State driver's license is required. A commercial driver's license is desirable.
- G. Qualifications and ability to perform duties and responsibilities at the PM II level will be verified and documented by management.
- H. Ability to greet and serve public customers.

VI. ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the "Duties and Responsibilities" and the "Qualifications" sections of this job description. All qualifications and duties and responsibilities are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skill, experience, and/or ability required. Some requirements may be modified to accommodate individuals with disabilities.

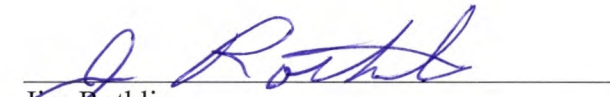
VII. PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities:

- A. While performing the duties of this job, the employee is required to stoop, bend, lift, carry, and push a minimum of 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, maintenance, construction, and off-loading trucks, are examples of such work.)

VIII. **WORKING CONDITIONS**: This position involves both outdoor and indoor work. The employee may work early morning, late evening, emergency, and weekend shifts.

IX. **OTHER:**

- A. The consideration of safety is paramount in all work-related activity. The person in this position must possess a high level of awareness, judgment, and stability. In addition, the employee must be polite, courteous, and have the ability to work well with supervisors, co-workers, and the public in a variety of circumstances.



Jim Rothlin
Chief Executive Officer