

Port of Tillamook Bay

Title:	Maintenance I	Department:	Industrial Park
Exempt/Nonexempt:	Nonexempt	Reports To:	Industrial Park Supervisor
Pay Range:		Effective:	

New Position:

Position Change:

General Position Summary:

Under direction performs a variety of work in the general maintenance and repair of buildings, facilities, and equipment. Performs related duties as assigned.

Essential Functions/Major Responsibilities:

General Maintenance, Repair of Buildings, Facilities, Equipment and Grounds : Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including minor carpentry, plumbing, and painting tasks; repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on heating, ventilating and air conditioning units; hooks up appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down partitions, walls; exercises discretion in identifying projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as needed; annotates and updates work logs for specific site requirements; maintains clean, safe, and orderly work sites.

Grounds Maintenance: Maintains grounds in clean and orderly manner including mowing, trimming, aerating and fertilizing lawns; cuts trees, weeds, trims branches that create hazardous situations; maintains fire lanes around buildings and property; cleans debris from pathways, parking lots, roads, fields, and roof gutters; maintains mowers and other related grounds equipment.

Use of electronic devices and computer software to track and update work orders and check and respond to emails daily.

Secondary Functions:

Electrical: minor electrical including but not limited to changing light bulbs, switches, and plugs.

Safety/Security/Sanitation: Responds to, reports, and removes any safety hazards; reports and repairs damage to site property; reports unauthorized visitors; secures gates, doors, windows, and grounds; responds to emergency cleanups such as spills and clogged drains; provides general oversight of daily cleaning activities.

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Job Scope:

Performs duties independently and as a team member under supervision. Decisions are vital to daily functions and need careful adherence to regulation guidelines, policies and procedures. Mistakes and errors affect both the client and company and can result in poor customer service, loss of business and can have a negative financial impact for the organization.

Supervisory Responsibility:

This position does not have any supervision responsibilities

Interpersonal Contacts:

- Interpersonal Contacts:
- Communication skills - written and verbal
- Planning, organizing and prioritizing
- Teamwork
- Confidentiality
- Judgment, problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility/adaptability
- Customer service orientation
- Stress tolerance

Specific Job Skills:

Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, groundskeeping, appliance repair, and electrical wiring; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; basic math to add, subtract, multiply, and divide. Effectively use a variety of hand and power tools; operate a forklift; read blueprints; review and identify projects needed to be serviced by outside contractors; follow oral and/or written instructions; communicate effectively in both oral and written form; maintain work logs; establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments. Basic knowledge of electronic and software programs.

Education and/or Experience:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.

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Job Conditions:

Duties are performed both indoors and outdoors with ability to travel from site to site; some exposure to dust and noise; some heavy lifting, standing, climbing; may work at heights; work in inclement weather conditions. Duties require extended periods of standing, walking, sitting, and talking or hearing. Good hearing, eyesight, color vision, hand-eye coordination, manual dexterity and mechanical aptitude are desired skills. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 100 pounds are encountered. Qualified applicants must be able to pass a physical examination and obtain a clean drug and alcohol screen and a criminal background check. Upon hiring, they are also subject to random drug and alcohol testing while on duty.

Employee	
Supervisor	
General Manager	