



## POSITION DESCRIPTION

<b>TITLE:</b> Temporary Port Maintenance – Entry-Level	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Airport Manager	<b>FT/PT:</b> Full-Time
<b>DEPARTMENT / AREA:</b> Airport/Industrial Park	<b>DATE:</b> April 2021

---

### **PURPOSE:**

This temporary entry-level Port Maintenance position may be assigned at any of the Port's facilities. The specific work is of a general maintenance nature, including unskilled custodial, grounds keeping, and customer service work.

The temporary employee is required to possess or be able to rapidly learn fundamental skills and knowledge involving grounds, building and facility custodial care, and customer service.

This position is not intended to last longer than six months in any 12-month period.

### **ESSENTIAL FUNCTIONS:**

To perform this job successfully, an individual must meet the specifications described as "Duties and Responsibilities", as well as the "Core Competencies / Education Requirements" in the section below. All duties and responsibilities and core competencies are considered essential functions of this position. These functions are representative of the minimum levels of knowledge, skill, experience, and/or ability required.

#### **Duties and Responsibilities:**

- A. Perform work as scheduled and assigned by the Lead or Manager following appropriate safety and operational procedures.
- B. Perform work necessary to maintain the appearance of grounds and cleanliness of Port facilities.
- C. Perform routine/periodic cleaning of buildings, structures, grounds, vehicles, and equipment.
- D. Operate limited tools and equipment related to basic grounds keeping and custodial duties including, but not limited to, hand and power tools, sedans, trucks, and mowing equipment. While unsupervised, operate only those tools and equipment appropriate to authorized and assigned duties. Wear the applicable safety and protective equipment at all times.
- E. Be alert to situations requiring immediate response to ensure cleanliness, safety, security, preservation, and protection of life and property. Observe, note, and report maintenance and security problems to Lead or Manager.
- F. Respond positively, directly, and collaboratively to issues brought forward by fellow employees or customer requests.

- G. Marina-specific duties:
  - a. Operate small watercraft.
  - b. Operate marina sewage pump-out system and fueling equipment.
  - c. Assist in docking/parking and repositioning boats, as required.
- H. Other duties as assigned.

**CORE COMPETENCIES / EDUCATION REQUIREMENTS:**

- A. Valid Washington State driver's license is required.
- B. Skills or familiarity with marine or aviation environment is desirable.
- C. Good writing, math, and oral communication skills are desirable.
- D. Responding to fellow employees and customer requests for service in a friendly and professional manner.

**WORK ENVIRONMENT/TRAVEL/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 position. Some requirements may be modified to accommodate individuals with disabilities*

While performing the duties of this job, the temporary employee is required to stoop, bend, lift, 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.)

**ADDITIONAL INFORMATION:**

- A. This position is under the direct oversight and control of a designated Lead or Manager at assigned Port facilities. No positions are supervised by the temporary employee.
- B. This position involves both outdoor and indoor work. The temporary employee may work early morning, late evening, and weekend shifts.
- C. 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 temporary employee must be polite, courteous, and have the ability to work well with supervisors, co-workers, and the public in a variety of circumstances.

*Approved by HR & CEO  
April 29, 2021*

***Please note this description is not designed to contain a comprehensive listing of requirements of the employee for this position. Duties, responsibilities, and expectations may change at any time with or without notice.***

***The Port of Bremerton is an equal opportunity employer***