



## PORT OF KENNEWICK

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350 Clover Island Drive, Suite 200 ~ Kennewick, WA 99336 ~ (509)586-1186  
[www.portofkennewick.org](http://www.portofkennewick.org)

### JOB ANNOUNCEMENT

**Full-time Maintenance Technician.** The Port of Kennewick is now accepting applications for an experienced maintenance technician. The successful candidate will have two or more years' experience in grounds maintenance and repairs, and in performing repairs, maintenance and improvements on structural, plumbing, electrical, mechanical, landscape and irrigation systems. Experience in painting, carpentry, and equipment operation is also required. Candidate must have a valid Washington State Driver's License and must possess or acquire within six months of employment a truck with towing and hauling capacity for use in daily work activities. The prospective candidate must pass a pre-employment background check; and a drug-screening test. This is a full-time position with a starting salary of \$20.00/hour. The Port of Kennewick provides a fully paid benefit package for employees and their families, including medical and dental care, holidays and other paid time off, retirement, vehicle allowance, life and disability insurance.

APPLICATION DEADLINE IS: 3:00 PM ON TUESDAY, JULY 31, 2018.

Resumes must be accompanied by an original Port of Kennewick application. Mail or drop off job application and resume in a sealed envelope marked "Confidential" to: Amber Hanchette, Port of Kennewick, 350 Clover Island Drive, Suite 200, Kennewick, WA 99336. Digital and/or email documents will not be accepted.

The Port of Kennewick is an Equal Opportunity Employer.



# **PORT OF KENNEWICK**

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Technician **June 2018**

**CLASSIFICATION:** Hourly

**REPORTS TO:** Facilities Manager

**SUMMARY/OBJECTIVE:** Under general direction of the Maintenance Manager, performs maintenance and repairs on Port-owned facilities including structural, mechanical, electrical, plumbing, landscape, irrigation, and mechanical systems. Ensures safety, cleanliness and operability of Port grounds and facilities.

### **Essential Functions**

1. Determines need for facility maintenance, repair and improvements.
2. Performs repairs, maintenance and improvements on structural, mechanical, electrical, plumbing, landscape/grounds keeping and irrigation systems of Port-owned facilities and properties.
3. Assists Maintenance Manager in routine and preventative maintenance inspections for all Port-owned facilities and properties.
4. Ensures that the interior and exterior of all Port facilities are maintained at a high level of cleanliness and repair.
5. Submits requests to supervisor for supplies, tools and equipment, including determination of type, size, quantity, quality, and estimated costs.
6. Responds to all after-hours calls for property and facility emergencies.
7. Performs all required grounds maintenance and repairs, which may include landscape, irrigation, litter and debris collection/removal, tree and shrub care, snow removal and grounds equipment maintenance.
8. Corrects all hazardous conditions immediately, including wet floors, spills and other dangerous or unsafe conditions.

### **Other Job Functions**

1. Responsible for inventory, storage, ordering and organization of supplies.
2. Instruct and interact with Washington State Department of Corrections inmate work crews and work crew supervisors.
3. Inspect and maintain all equipment (i.e. pumps, compressors, pressure washer, pump out facility, etc).
4. Winterize all facilities and equipment as needed.
5. Perform custodial work as required.
6. Operation of equipment, including but not limited to boats, boat lifts/trailers, trucks and heavy equipment as needed.
7. Interacts with all Port employees, tenants and customers in a helpful and courteous manner.
8. Performs other duties and special projects as required.



# **PORT OF KENNEWICK**

## **Competencies**

1. Time management
2. Decision making
3. Observation
4. Thoroughness
5. Port customer focus

## **Work Environment**

While performing the duties of this job, the employee will be required to work in both indoor and outdoor settings. The employee will be required to work in and near vehicles, heavy equipment, boats, trailers, various maintenance tools and equipment, and moving mechanical parts. The employee will often be required to work around marina facilities and other locations on or near the water. The employee will occasionally be exposed to extreme weather conditions including hot, cold, dry, windy, dusty, wet and/or humid conditions. The employee will occasionally be exposed to fumes or airborne particles, chemicals, paint, cleaning agents, electricity, vibration, and traffic hazards. The noise level in the outdoor/field work environment is usually moderate to loud.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear in English. The employee is regularly required to observe, inspect, repair and report on maintenance, landscape/irrigation and construction projects. The employee is occasionally requested to operate a loader or other heavy equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This position is very active and requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, and grasping. The employee must occasionally exert force, lift and/or move objects more than 50 pounds, frequently exert force, lift and/or move objects up to 20 pounds, and almost constantly exert force, lift and/or move items up to 10 pounds.

## **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are generally Monday through Friday, 8:00 a.m. – 5:00 p.m. From time to time schedule may adjust due to project demands. Some evening or weekend hours will be necessary in emergencies.



# **PORT OF KENNEWICK**

## **Travel**

Occasional travel is required to attend training and Port-related conferences.

## **Required Education and Experience**

1. High School Diploma or GED.
2. Two or more years of relevant experience.
3. Alternative to meeting 1 and 2 above, is an equivalent combination of education and experience evidencing ability to successfully perform the essential functions of this position.

## **Licenses, Certifications or Other Requirements**

1. A working knowledge of building construction trades such as plumbing, painting, carpentry, electrical, heating, ventilating and mechanical systems.
2. Knowledge of safety and proper use of common tools, equipment, and construction materials.
3. Able to use a computer, tablet, smartphone and common software (Word, Excel, Outlook).
4. Familiarity with best practices in facility and grounds maintenance methods and operations.
5. Having and maintaining a valid Washington State Driver's License is required.
6. Within six months of hire date, ownership of a truck with hauling and towing capacity for daily use in performing essential job-related functions. Proof of insurance required.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signatures**

This job description has been approved by:

Manager: \_\_\_\_\_

Deputy CEO: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

**PORT OF KENNEWICK**  
 350 CLOVER ISLAND DRIVE  
 KENNEWICK, WASHINGTON 99336  
 Tel: (509) 586-1186  
 Fax: (509) 582-7678  
 Web Site: PortOfKennewick.org



**PLEASE TYPE OR PRINT – USE INK ONLY**

This form is required for employment and must be filled out completely. A resume is also required and will not be accepted in place of a completed application. Incomplete applications will be rejected. You must notify the Port of Kennewick if you change your address or phone number. Applicants in need of special accommodation during the employment process due to disability should contact the Port of Kennewick at (509) 586-1186.

## POSITION DESIRED:

**Maintenance Technician**

<b>Name:</b>			
<b>Address:</b>			<b>AVAILABILITY (Please circle one):</b>
		<b>Immediate</b>	<b>Other (Specify)</b>
<b>City/State/Zip:</b>		<b>Fax:</b>	
<b>Telephone Home:</b>		<b>Telephone Cell:</b>	
<b>E-mail:</b>			

## GENERAL INFORMATION

<b>Type of work you will accept (check appropriate boxes):</b>		<b>Full Time:</b>		<input type="checkbox"/> YES	<b>Part-time:</b>		<input type="checkbox"/> YES	
<b>Temporary:</b>	<input type="checkbox"/> YES	<b>Seasonal:</b>	<input type="checkbox"/> YES	<b>Shift:</b>	<input type="checkbox"/> YES	<b>Weekend:</b>	<input type="checkbox"/> YES	
<b>Are you legally authorized to work in the USA?</b> NOTE: Proof of authorization will be required on hiring.							<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Have you worked under any other name?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>If YES, what name?</b>					
<b>Do you possess a valid driver's license?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>If YES, number:</b>					
<b>State of issue:</b>			<b>Commercial driver's license class:</b>					
			<b>Endorsements:</b>					

<b>Have you ever been discharged (fired) or resigned (quit) in lieu of discharge, except for lay off because of lack of work?</b>							<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Are you a former Port of Kennewick employee?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>If YES, date of termination:</b>					
<b>Have you been convicted of a crime by a court of law within the last 10 years? (A conviction will not bar you from employment.)</b>							<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Where:</b>				<b>When:</b>				
<b>Nature of Charges:</b>								
<b>Disposition of Case(s):</b>								

## EDUCATION AND TRAINING

Education	Name of School	Diplomas/degrees/etc.	Dates Attended
High School			
Colleges & Universities			
Colleges & Universities			
Technical or Trade Schools			
Training and/or Certifications			
Have you completed an apprenticeship?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Which craft(s):

## OTHER SKILLS AND QUALIFICATIONS

What office machines do you operate?			
Computer software and/or mainframe?		Typing Speed:	WPM
List any special technical or machine operation skills that you have gained from employment, training, experience as a volunteer, or through other means:			

## EMPLOYMENT EXPERIENCE

Be sure to complete all sections of this application completely and accurately to the best of your ability. Your application will be used as part of the examination process and therefore, should represent your best effort. **Beginning with your present or most recent employment** and working back, list the last four positions you held. Give us a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else which will help us understand the nature of your work. If more space is needed, please attach an additional sheet.

**A RESUME WILL NOT BE ACCEPTED IN PLACE OF COMPLETING THIS SECTION. DO NOT REFERENCE "SEE RESUME". INCOMPLETE APPLICATIONS WILL BE REJECTED.**

May inquiry be made of your present employer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Name and address of employing firm:			
Phone Number:		Immediate supervisor:	
Job Title:		Ending Salary:	Dates worked: From To
Reason for leaving:			
Description of work performed:			

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<b>Phone Number:</b>			<b>Immediate supervisor:</b>		
<b>Job Title:</b>			<b>Ending Salary:</b>		
<b>Reason for leaving:</b>					
<b>Description of work performed:</b>					

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<b>Phone Number:</b>			<b>Immediate supervisor:</b>		
<b>Job Title:</b>			<b>Ending Salary:</b>		
<b>Reason for leaving:</b>					
<b>Description of work performed:</b>					

**PROFESSIONAL REFERENCES**

List three people (non-related) who can speak knowledgeably of your ability to do the job.

NAME	ADDRESS	TELEPHONE	YEARS KNOWN

**AGREEMENT, CERTIFICATION, AND AUTHORIZATION**

(Please read carefully)

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any misrepresentation or omission shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to Port of Kennewick representatives any information regarding my current or former employment. I understand that such information may or may not help my application for employment with the Port of Kennewick. I hereby release any current or former employer, its agents or employees from any and all liability resulting from the release of such information. My authorization to current or former employers to release information is knowing, intelligent, and voluntary acts.

I understand that as a condition of employment, I must pass a pre-employment examination which includes drug screening and alcohol testing and a background check.

If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations.

I understand that as a condition of employment and within 3 days of being employed, I must provide documentation to prove employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

<b>Signature of Applicant:</b>		<b>Date of Application:</b>	
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NOTE: All applications must be complete, signed and dated in order to be accepted for consideration.