



## ***PORT OF KENNEWICK***

## JOB DESCRIPTION

JOB TITLE: Maintenance Manager      DATE: December 2025

**CLASSIFICATION:** Nonexempt

**REPORTS TO:** Director of Operations

**SUMMARY/OBJECTIVE:** Under the general direction of the Director of Operations, the Maintenance Manager oversees and performs maintenance and repairs for all Port-owned or managed grounds, buildings, equipment, and systems.

## ESSENTIAL FUNCTIONS:

1. Oversee and prioritize maintenance work to ensure timely, safe, and efficient completion.
2. Coordinate and assign daily maintenance and repair tasks to staff.
3. Provide mentorship and support to maintenance employees, ensuring they stay up-to-date on the tools, technologies, and best practices to maintain a safe and efficient work environment.
4. Perform and oversee repairs, maintenance, and improvements to structural, mechanical, electrical, plumbing, landscaping, and irrigation systems across Port-owned or operated facilities and grounds.
5. Communicate daily with the Director of Operations regarding outstanding work orders, progress, and completion timelines.
6. Conduct routine and preventative maintenance inspections of all Port facilities and grounds.
7. Ensure sufficient materials, supplies, and equipment are available and maintained in good working order.
8. Regularly evaluate irrigation systems to confirm they meet the needs of Port properties as they expand or undergo changes.
9. Operate vehicles and equipment as needed, including driving between properties and operating boats, lifts, trailers, trucks, and heavy machinery.
10. Utilize computer and technology systems to manage and monitor facilities, grounds, and work projects.
11. Identify and immediately correct hazardous conditions in the workplace.
12. Monitor work areas to ensure they remain safe, clean, and well-organized.
13. Review the safety equipment, policies, and practices to ensure they are compliant with safety standards and tailored to the work environment.
14. Meet with inspectors and contractors to provide access, review upcoming work, and follow up on progress.
15. Instruct and interact with Washington State Department of Corrections inmate crews, their supervisors, and temporary employees.
16. Engage with Port employees, tenants, and the public in a helpful, professional, and courteous manner.
17. Respond to after-hours calls for facility or property emergencies.
18. Perform other duties and projects as assigned.

**OTHER JOB FUNCTIONS:** This job description is not intended to be all-inclusive. Duties, responsibilities, and activities may change at any time with or without notice. All personnel may be required to perform duties outside their regular responsibilities to meet the organization's needs. Daily demands may vary based on weather, customer demand, rental activity, and time of the month.

**WORK HOURS:** This is a full-time position, with work hours generally Monday through Friday, 8:00 a.m. to 5:00 p.m. From time to time, the schedule may be adjusted due to project demands, and some evening or weekend hours may be necessary in emergencies.

**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 work in and around vehicles, heavy equipment, boats, trailers, and various maintenance tools and equipment, often in marina facilities and other locations near the water. Occasional exposure to extreme weather conditions (hot, cold, dry, windy, dusty, wet, and/or humid) may occur, as well as exposure to fumes, airborne particles, chemicals, paint, cleaning agents, electricity, vibrations, and traffic hazards. The noise level in the outdoor/field work environment is usually moderate to loud.

**PHYSICAL DEMANDS:** The physical demands described below are representative of those required to perform the essential functions of this position successfully.

While performing job duties, the employee must be able to communicate effectively in English, both verbally and in writing, and to observe, inspect, repair, and report on maintenance, landscaping, irrigation, and construction projects. Frequent operation of heavy equipment may be required. Visual requirements include close, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position is physically active and requires regular climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping. The employee must:

- Consistently lift or move up to 10 pounds,
- Frequently lift or move up to 20 pounds, and
- Occasionally lift or move objects exceeding 50 pounds.

**TRAVEL:** Occasional travel is required to attend training, work assignments, and conferences.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- High school diploma or GED, and at least five years of relevant experience as a facilities and maintenance lead worker, or
- A combination of education and experience that provides the skills and ability to successfully perform the essential functions of this position.

#### **REQUIRED COMPETENCES, LICENSES, CERTIFICATIONS, AND OTHER REQUISITES:**

1. In-depth knowledge of facility and grounds maintenance methods, practices, and operations.
2. Ability to perform a wide range of maintenance and repair tasks, including carpentry, painting and finishing, plumbing, and electrical work.
3. Thorough understanding of safety standards, with proficiency in the proper use and maintenance of tools, equipment, personal protective equipment, and construction materials.

4. Ability to adapt to fast-paced environments, manage multiple projects simultaneously, and respond effectively to changing organizational needs.
5. Demonstrated ability to effectively lead, motivate, and develop employees in support of organizational goals.
6. Strong delegation, decision-making, and problem-solving skills, with the capacity to resolve issues efficiently.
7. Proficient in utilizing computer equipment, standard software applications, and specialized technologies for facilities maintenance and repair, including project management systems, drafting programs, diagnostic and monitoring devices, and inspection cameras.
8. Valid Washington State Driver's License with the ability to operate employer-provided vehicles and compliance with insurance requirements for personal vehicle use when necessary.
9. High level of accuracy and attention to detail in all tasks and documentation.
10. Effective written and verbal communication skills that support transparent reporting and collaboration.
11. Commitment to customer service excellence, with strong time management, flexibility, follow-through, and teamwork.

This job description has been approved by:

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

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

The employee's signature below constitutes the employee's agreement that this job description accurately describes the individual's position, status, essential functions, duties, and qualification requirements.

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



## PORT OF KENNEWICK

OPENING:	Maintenance Manager
EMPLOYER:	Port of Kennewick
WAGE SCALE:	\$35.00 to \$40.00 per hour
LOCATION:	Kennewick, Washington
JOB TYPE:	Full-time
OPENING DATE:	01/02/2026
CLOSING DATE	02/02/2026, 5:00 pm Pacific Time (US & Canada)
FLSA:	Nonexempt
BARGAINING UNIT:	N/A

The following overview briefly summarizes the benefits currently available to full-time Port of Kennewick employees. Complete details are provided in the Port's staff handbook and any applicable summary plan descriptions or policies. All benefits and benefit levels are subject to modification, revision, or elimination by action of the Port of Kennewick's administration or commissioners, or as required by local, state, or federal law.

### PAID HOLIDAYS

Full-time employees currently receive the following paid holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Native American Heritage Day,
- Christmas Eve
- Christmas Day
- One Floating Holiday.

### PAID TIME OFF (PTO)

PTO provides employees with flexible paid time off for vacation, personal or family illness, medical appointments, school activities, volunteerism, and other activities. Full-time employees accrue this benefit according to the following schedule:

Completed Years of Service	PTO Days Per Year
0-4	28
5-9	32
10-14	36
15-19	40
20+	44

## MANDATED BENEFITS

Employees participate in the Washington State Public Employees' Retirement System, federal Social Security, state unemployment insurance, industrial insurance, paid family and medical leave, and the Washington Cares fund, or any other state or federal programs required by law. Employee deductions and employer contributions are made in compliance with statutory requirements.

## MEDICAL INSURANCE

Eligible employees receive family medical coverage at the Port's expense, at coverage levels established by the CEO in accordance with RCW 53.08.170 and the Commission-approved budget.

## DEFERRED COMPENSATION PROGRAM

Employees may enroll in the Washington State Department of Retirement Systems Deferred Compensation Program, or another Port-approved non-state-affiliated 457(b)/401(a) deferred compensation plan, upon hire. Employees may contribute up to the maximum allowable amount of pre-tax or post-tax income.

After completing one full year of employment, employees become eligible for a Port-funded matching contribution of up to 4% of their base salary into the approved deferred compensation plan. Employee participation is voluntary, and all contributions, including the employer match, are invested according to the employee's direction.

## HEALTH CARE REIMBURSEMENT PROGRAM

The Port of Kennewick has adopted the HRA VEBA Medical Reimbursement Plan for Public Employees in the Northwest. The employer contributes to the plan on behalf of all eligible non-represented employees who submit completed enrollment documentation.

## LIFE, DISABILITY, CANCER, OR OTHER BENEFITS:

After completing one full year of employment, employees are eligible to receive up to \$70 per month toward a Port-approved disability, cancer, insurance, or similar plan, as authorized by the CEO and CFO. Any additional contribution is voluntary and at the employee's expense.

## OTHER BENEFITS

A Port-issued vehicle will be available for the Maintenance Manager's work use. Employees may also receive partial reimbursement for expenses related to work-related use of a personal mobile phone and carrier plan.