



## PORT OF KENNEWICK

### JOB DESCRIPTION

**JOB TITLE:** Maintenance Technician **June 2026**  
**CLASSIFICATION:** Hourly  
**REPORTS TO:** Director of Operations

**SUMMARY/OBJECTIVE:** Maintenance technicians perform maintenance and repairs on Port-owned facilities, including structural, mechanical, electrical, plumbing, landscape, irrigation, and mechanical systems. The individual must also ensure the safety, cleanliness, and operability of Port grounds and facilities.

#### **ESSENTIAL FUNCTIONS:**

1. Install, replace, repair, and maintain facility fixtures, equipment, and infrastructure, including plumbing fixtures, lighting, doors, windows, hardware, fencing, docks, signage, and other Port-owned assets.
2. Inspect, evaluate, troubleshoot, and perform repairs on electrical, HVAC, plumbing, and mechanical systems within the scope of the employee's training, qualifications, certifications, and applicable law.
3. Coordinate with licensed contractors when specialized work is required.
4. Assist the Maintenance Manager in performing routine and preventive maintenance inspections of Port-owned facilities and properties.
5. Maintain the interior and exterior of Port facilities in a clean, safe, and well-maintained condition.
6. Maintain, repair, and improve landscaping, irrigation systems, grounds, water features, parking lots, and grounds maintenance equipment.
7. Perform preventive maintenance and repairs on fleet vehicles, machinery, and equipment.
8. Perform custodial duties as needed, including collecting and removing litter and debris and removing snow and ice.
9. Control vegetation, weeds, and other invasive plant species.
10. Safely operate motorized equipment, including, but not limited to, boats, boat lifts, boat trailers, trucks, tractors, forklifts, power washers, generators, pumps, trimmers, pruners, leaf blowers, aerators, sod cutters, snow blowers, and other maintenance and grounds equipment.
11. Assist with vessel haul-outs, storm damage response, emergency repairs, and other marine-related duties.
12. Inspect and maintain marina facilities, docks, floats, gangways, and related infrastructure.
13. Winterize facilities, equipment, irrigation systems, and water features as needed.
14. Request supplies, tools, and equipment from the Maintenance Manager, identifying the type, size, quantity, quality, and estimated cost.
15. Use the Port's computerized maintenance management system and mobile applications to receive assignments; document labor, materials, inspections, and completed work; provide timely work order updates; and accurately complete and close work orders.
16. Maintain maintenance records, inspection reports, inventories, and equipment logs.
17. Respond to after-hours calls for property and facility emergencies when required to do so. When on-site response is required, the employee must be able to report to the affected site generally within 30 minutes. Depending on weather and other conditions, this timeframe may be extended to 60 minutes.

18. Perform work from ladders, lifts, docks, rooftops, and other elevated or confined work areas while following established safety procedures.
19. Comply with established safety standards and policies at all times, including the use of PPE.
20. Promptly identify and correct all hazardous conditions, including wet floors, spills, and other unsafe conditions.
21. Report maintenance deficiencies, safety hazards, property damage, and regulatory compliance concerns to the Maintenance Manager promptly.
22. Work cooperatively with Washington State Department of Corrections inmate work crews and their supervisors.
23. Maintain regular and reliable attendance.
24. Work effectively and cooperatively as a member of the maintenance team.
25. Interact professionally and courteously with all Port employees, Commissioners, tenants, customers, and the public.
26. Perform other duties and special projects as required.

**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 outdoor/fieldwork environments 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 vision, distance vision, 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 20 pounds,
- Frequently lift or move up to 50 pounds, &
- Occasionally lift or move objects exceeding 75 pounds.

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

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

1. High school diploma or GED, and at least two (2) years of relevant experience in groundskeeping, construction, maintenance, and/or irrigation systems areas. Alternatively, a combination of education and experience that provides the skills and ability to successfully perform the essential functions of this position.
2. Knowledge of facility, building, grounds, and marina maintenance principles, methods, materials, equipment, and safe work practices.
3. Skill in performing a broad range of maintenance and repair work, including carpentry, painting and finishing, plumbing, landscaping, irrigation, and general building maintenance within the scope of the employee's training, qualifications, certifications, and applicable law.
4. Knowledge of the safe operation, maintenance, and proper use of hand tools, power tools, non-CDL vehicles, machinery, and maintenance equipment.
5. Working knowledge of occupational safety principles and the proper use of tools, equipment, personal protective equipment (PPE), fall protection, hazardous materials, and applicable safety procedures.
6. Ability to effectively use computers, tablets, mobile devices, computerized maintenance management systems, work order management software, standard office software, and other technologies used to support maintenance operations.
7. Ability to prepare accurate work orders, maintenance records, inspection reports, inventories, and other documentation with a high degree of accuracy and attention to detail.
8. Ability to organize work, manage multiple assignments, establish priorities, adapt to changing operational needs, and complete assignments accurately and efficiently.
9. Ability to communicate effectively, both orally and in writing, and to establish and maintain positive working relationships with coworkers, supervisors, contractors, tenants, customers, Commissioners, and members of the public.
10. Demonstrated commitment to customer service, teamwork, professionalism, accountability, and follow-through.
11. Possess and maintain a valid Washington State Driver's License and an insurable driving record meeting the Port's insurance requirements. Ability to safely operate employer-provided vehicles and, when required, use a personal vehicle for authorized business purposes.

This job description has been approved by:

Director of Operations: \_\_\_\_\_

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 Technician
EMPLOYER:	Port of Kennewick
WAGE SCALE:	\$25.00 to \$30.00 per hour
LOCATION:	Kennewick, Washington
JOB TYPE:	Full-time
OPENING DATE:	July 7, 2026
CLOSING DATE:	July 31, 2026, 5:00 pm Pacific Time
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
- Juneteenth
- Independence Day
- Labor Day
- Veterans' 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 vehicle will be available for work use. Employees may also receive partial reimbursement for expenses related to work-related use of a personal mobile phone and carrier plan.