

JOB DESCRIPTION

JOB TITLE: Landscape Maintenance Technician **September 2026**
CLASSIFICATION: Hourly
REPORTS TO: The Director of Operations

SUMMARY/OBJECTIVE: The Landscape Maintenance Technician performs skilled landscape and irrigation maintenance to support the safe, attractive, functional, and water-efficient operation of the Port's properties. The position also assists with related grounds, equipment, facility, and property maintenance.

ESSENTIAL FUNCTIONS:

Irrigation Systems

- Install, maintain, troubleshoot, replace, and repair landscape irrigation systems.
- Inspect sprinkler heads, drip emitters, valves, and other watering components for leaks, damage, clogs, proper operation, and adequate coverage.
- Program and adjust irrigation controllers based on seasonal and weather conditions; winterize irrigation systems and water features as needed; monitor water usage; and identify opportunities to improve irrigation efficiency.

Groundskeeping and Vegetation Management

- Perform routine pruning, trimming, and shaping of trees, shrubs, and plants.
- Maintain lawns and grass areas, including mowing, edging, and general care.
- Remove weeds and unwanted vegetation, including invasive plant species, from landscaped areas.
- Plant, transplant, and maintain trees, shrubs, flowers, and other landscape plants; maintain landscape beds, planters, and common areas in a clean and presentable condition.

Facility and Property Support

- Maintain Port properties in a clean, safe, and professional condition.
- Perform related property-maintenance duties as needed, including collecting and removing litter and debris and removing snow and ice.
- Respond to landscape and irrigation maintenance needs at Port facilities and properties as assigned.

Equipment and Safety

- Safely operate and maintain landscaping equipment, including mowers, trimmers, pruners, leaf blowers, aerators, sod cutters, snow blowers, hand tools, irrigation equipment, ladders, aerial work platforms, and other maintenance or Port-related equipment.
- Perform work using machinery or tools from ladders, aerial work platforms, docks, rooftops, and other elevated or confined work areas while following established safety procedures and using required personal protective equipment.
- Based on the duties and equipment used, the position is safety-sensitive, and impairment while working presents a substantial risk of death.
- Promptly identify and correct hazardous conditions, including spills and other unsafe conditions, and report maintenance deficiencies, safety hazards, property damage, and regulatory compliance concerns to the Maintenance Manager promptly.

Work Orders, Supplies, and Records

- Request supplies, tools, and equipment from the Maintenance Manager, identifying the type, size, quantity, quality, and estimated cost.
- Use the Port's computerized maintenance management system and mobile applications to receive assignments, document labor, materials, and inspections, provide timely work order updates, and accurately complete and close work orders.
- Maintain accurate records of irrigation repairs, maintenance activities, routine equipment needs, inspection reports, and equipment logs.

Service, Teamwork, and Incidental Duties

- Work effectively and cooperatively as a member of the maintenance team.
- Interact professionally and courteously with Port employees, Commissioners, tenants, customers, and the public.
- Work cooperatively with Washington State Department of Corrections inmate work crews and their supervisors.
- Maintain regular and reliable attendance.
- Perform other duties consistent with the position.

OTHER JOB FUNCTIONS: This job description is not intended to be all-inclusive. Duties and responsibilities 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, the needs of those the Port serves, 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 weather-related factors. Some evening or weekend hours may be necessary in emergencies.

WORK ENVIRONMENT: While performing the duties of this job, the employee is required to work in both indoor and outdoor settings. The employee routinely works in and around vehicles, heavy equipment, powered mowing, cutting, and trimming equipment, air compressors, ladders, and aerial platforms, as well as various maintenance tools and equipment. Frequent exposure to water and humidity, heat, cold, wind, dust, soil, foliage, grass, and flowering plants and trees. Maintenance employees may occasionally be exposed 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. The Port will provide reasonable accommodation to qualified individuals with disabilities, consistent with applicable law, to enable performance of the essential functions of the position.

The employee must be able to communicate orally and in writing as necessary to receive assignments, follow safety procedures, complete work orders and inspection records, report hazards, coordinate work, and interact with Port employees, tenants, customers, and the public. The position requires the ability to observe, inspect, and safely perform maintenance, landscaping, irrigation, and facility-support work. The employee must have visual abilities sufficient to safely operate vehicles and equipment, identify hazards, inspect work, and navigate work areas, with or without reasonable accommodation.

This physically active position requires regular climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping. The position may require operation of heavy equipment and work in elevated or confined areas. The employee must be able to:

- Regularly lift or move items weighing up to 40 pounds.
- Frequently lift or move items weighing up to 50 pounds.
- Occasionally move items exceeding 75 pounds using appropriate assistance, team lifting, or mechanical aids, as appropriate.

TRAVEL: The position requires frequent travel between Port facilities. Occasional travel outside the Tri-City area may be required to attend training and conferences.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or GED and at least two (2) years of relevant experience in landscape maintenance, irrigation, or a related field; or an equivalent combination of education and experience that provides the knowledge, skills, and ability to perform the essential functions of the position.
- Knowledge of the safe operation, maintenance, and proper use of hand tools, power tools, non-CDL vehicles, machinery, and maintenance equipment.
- Working knowledge of occupational safety principles, personal protective equipment (PPE), fall protection, hazardous materials, and applicable safety procedures.
- Ability to use computers, tablets, mobile devices, computerized maintenance management systems, work-order management software, standard office software, and other technology used to support maintenance operations.
- Ability to prepare accurate work orders, maintenance records, inspection reports, inventories, and other documentation with attention to detail.
- Ability to organize work, manage multiple assignments, establish priorities, adapt to changing operational needs, and complete assignments accurately and efficiently.
- Ability to communicate orally and in writing as necessary to complete work orders and inspection records, report hazards, coordinate assignments, and maintain effective

working relationships with coworkers, supervisors, contractors, tenants, customers, Commissioners, and members of the public.

- Demonstrated commitment to customer service, teamwork, professionalism, accountability, and follow-through.
- Possession and maintenance of a valid Washington State driver's license and a driving record meeting the Port's insurance requirement to operate Port-provided vehicles as assigned and to travel between Port locations.

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: _____

OPENING:	Landscape Maintenance Technician
EMPLOYER:	Port of Kennewick
WAGE SCALE:	\$22.00 to \$27.00 per hour
LOCATION:	Kennewick, Washington
JOB TYPE:	Full-time
OPENING DATE:	October 19, 2026
CLOSING DATE:	November 6, 2026, 5:00 p.m. Pacific Time
FLSA:	Nonexempt
BARGAINING UNIT:	N/A

The following is a general description of the benefits and other compensation currently available for full-time positions with the Port of Kennewick. Eligibility, enrollment, and benefit levels are governed by the Port's staff handbook and applicable plan documents. Unless mandated by law, benefits and benefit levels may be modified, revised, or eliminated by action of the Port of Kennewick's administration or commissioners, or as required by applicable law and Port action.

PAID HOLIDAYS

Full-time employees currently receive the following paid holidays:

- New Year's Day
- Martin Luther King Day
- Presidents 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 PTO 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

STATUTORY BENEFITS AND PROGRAMS

Employees participate in the Washington State Public Employees' Retirement System, federal Social Security, state unemployment insurance, workers' compensation (industrial insurance), Washington Paid Family and Medical Leave, and the WA Cares Fund, as well as any other state or federal programs required by law. Employee deductions and employer contributions are made in compliance with applicable 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

Upon hire, employees may enroll in the Washington State Department of Retirement Systems Deferred Compensation Program, or another Port-approved, 457(b) or 401(a) deferred compensation plan that is not affiliated with the state. Employees may contribute up to the applicable legal limit on a pre-tax or Roth after-tax basis, subject to the terms of the selected plan.

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.

SUPPLEMENTAL INSURANCE BENEFITS

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

OTHER BENEFITS

A Port vehicle will be available for work use for this position. Employees may also receive partial reimbursement for the work-related use of a personal mobile phone and service plan.