

JOB DESCRIPTION

GROUPS AND FACILITIES MAINTENANCE



JOB OVERVIEW			
JOB TITLE	GROUPS AND FACILITIES MAINTENANCE		
JOB LOCATION	PORT ADMINISTRATION AND INDUSTRIAL WASTEWATER TREATMENT FACILITY		
REPORTS TO: NAME	ADAM SMITH	SUPERVISES:	None
REPORTS TO: TITLE	Project Manager	SALARY:	\$35,000 - \$55,000
POSITION OVERVIEW	<p>The Port of Sunnyside operates an industrial wastewater treatment facility, professional business park, and multiple leased properties in Sunnyside, WA. The primary responsibility of the operations and facility maintenance worker is to properly maintain the safe working conditions of the Port's buildings, grounds, equipment, and other assignments as required by the Project Manager.</p>		
POSITION DETAILS			
<input checked="" type="checkbox"/>	FULL-TIME	<input type="checkbox"/>	PART-TIME
<input type="checkbox"/>	EXEMPT	<input checked="" type="checkbox"/>	NONEXEMPT
ESSENTIAL JOB FUNCTIONS	<p>THE FOLLOWING LIST REFLECTS THE ESSENTIAL JOB DUTIES AND RESPONSIBILITIES OF THIS POSITION, BUT SHOULD NOT BE CONSIDERED ALL-INCLUSIVE. THE INCUMBENT WILL BE EXPECTED TO PERFORM OTHER RELATED DUTIES AS ASSIGNED.</p> <ul style="list-style-type: none"> Timely mowing, trimming and irrigation of all landscaped areas and vegetation; installation, maintenance and repair of irrigation systems. Operate and maintain a wide variety of power and construction equipment, including but not limited to trucks, tractors with attachments, snow removal equipment, small loader, john deer riding lawn mowers, scissor lift, backhoe, air compressor, air rifle for nuisance pest control, tractor with trailer model spray pump and tank or week mower, gas and electric chain saws, and jack hammer. 		
PREFERRED QUALIFICATIONS	<p><u>KNOWLEDGE</u></p> <ul style="list-style-type: none"> Basic math skills Mechanical and construction aptitude Poses a working knowledge of various machinery, equipment and skills to accomplish building, grounds and construction and vehicular maintenance. Capable of assisting in all aspects of snow removal, including hand shoveling and sanding procedures. Read and understand Material Safety Data Sheets (MSDS). Write and/or print legibly and accurately <p><u>ABILITIES</u></p> <ul style="list-style-type: none"> Ability to work effectively with others and accept supervision and technical guidance as necessary. Operate power mower to mow lawns and fields as needed. Drive light truck to haul dirt and trash and to move equipment. Perform weed and erosion control, consisting of hand work as well as machine work and herbicide spraying. Perform general maintenance, including remodeling buildings, doors, drywall, painting, and concrete work. Plant, water, fertilize and prune shrubs and plants to beautify Port property. Capable, mature and willing to accept responsibility. Prioritize a variety of projects and multiple tasks in effective and timely manner, work independently. <p><u>EDUCATION</u></p> <ul style="list-style-type: none"> High school diploma or GED. First Aid and CPR certificates, or take and pass at the next training offered by the Port of Sunnyside. <p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> General principals of grounds and landscape maintenance activities and vegetation control. Safe use and proper care and usage of hand tools and small powered equipment. Laws pertaining to the operation of motor vehicles and safe driving practices. Proper tools and equipment required for performance of assigned duties. Ability to read and write in English fluently. 1 year experience on irrigation systems with ability to operate irrigation installation type equipment. 		

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GROUND AND FACILITIES MAINTENANCE



	<ul style="list-style-type: none"> Public applicators spray license for farm type chemicals or the ability to obtain one within 3 months. Valid Washington State vehicle operator's license.
WORKING CONDITIONS	<p>THE PHYSICAL DEMANDS DESCRIBED BELOW ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB. THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.</p> <ul style="list-style-type: none"> Hours of operation are 8 - 4:30 M-F. Duties are primarily performed in a lab / office environment using lab equipment or computer, or outside in the field. Poses a flexible schedule to allow for overtime work situations, early/late hours for snow removal. Must be physically able to perform the essential functions of the job including, but not limited to, the ability to properly lift up to 50 pounds and walk long distances per day on uneven terrain. Perform heavy manual labor. Personal grooming and conduct shall be appropriate as to not reflect a negative manner.
POSITION FILLED	
PERSON HIRED	DATE HIRED
REVIEWED BY: NAME & TITLE	
APPROVED BY: NAME & TITLE	
ADDITIONAL COMMENTS	