

PORT OF HOOD RIVER
Position Description



JOB TITLE: TEMPORARY/SEASONAL MAINTENANCE WORKER
WORKING TITLE: TEMPORARY/SEASONAL MAINTENANCE WORKER
GENERAL EMPLOYEE • TEMPORARY • FULL OR PART TIME
WAGE RANGE: \$12.00 – \$13.75 PER HOUR
REVISED: 03/26/2019

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Operations	Facilities Manager	Non-Exempt

JOB SUMMARY:

This position is a temporary, seasonal, entry-level position for the Port’s maintenance services. The Temp/Seasonal Maintenance worker position works under the direction of the Facilities Manager or through the Lead and performs custodial duties, maintenance and repair of Port-owned properties, buildings, and facilities. Also performs custodial activities and maintenance/minor revisions of landscaped grounds and parks. The position requires flexible work hours and days assigned and weekend shifts will be required. Work typically begins in May and continues through Labor Day with some variance.

The position requires good communication skills and the ability to interact with Port tenants, vendors, and employees to provide custodial and security support in all areas of Port operation. The position also requires work to be performed at heights on building roofs and the ability to lift at least 50 pounds.

ESSENTIAL DUTIES:

- Custodial duties: _____ (Priority 1, Requires 25-50% of Time)
 - Performs and/or oversees all of the following:
 - Custodial duties involving restroom maintenance and general custodial work including mopping, dusting, sweeping, vacuuming, washing windows, and unplugging drains.
 - As work involves the use of equipment and chemicals, ensuring proper safety precautions and proper disposal methods are a primary responsibility.
 - Other general maintenance as required, including light carpentry work, plumbing, and electrical work.

- Landscaping duties: _____ (Priority 1, Requires 25-75% of Time)
 - Performs and/or oversees all of the following:
 - Routine park maintenance including litter pick up; placement and emptying of trash receptacles; park and public area restroom cleaning, stocking, and maintenance; and other duties as assigned.

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- Basic grounds maintenance including mowing, planting, cultivation and fertilization of plants as well as trimming and pruning trees and shrubs.
- Security duties: _____ (Priority 2, Requires 1% of Time)
 - Crowd and traffic control, clearing parks of people and locking up all Port properties.

NON-ESSENTIAL DUTIES:

- As assigned.

SUPERVISION:

The Temp/Seasonal Maintenance worker works under general supervision of the Facilities Manager or through the Lead. New or unusual assignments or situations receive guidance from the Facilities Manager. Guidance is communicated orally and/or in writing, and results are reviewed for accuracy and to assure use of proper methods.

SUPERVISORY RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

- **Education:** High school diploma preferred.
- **Experience:** Basic knowledge of custodial and facilities maintenance procedures preferred.
- **Approvals:** None.
- **Certifications:** Valid driver's license preferred.
- **Pass pre-employment background check.**

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must be able to accept and carry out basic instructions with a minimal supervision.

WORK ENVIRONMENT:

Work occurs out of doors on Port grounds, indoors in Port buildings and facilities. Shift hours typically occur between 6:30AM and 7:30PM, and shifts usually last 8 hours, with some variance depending on need.

PHYSICAL DEMANDS:

Requires strength and mobility for this setting, including prolonged periods working out of doors in extreme environments. Work frequently requires lifting objects weighing more than 50 pounds each. Physical demands include climbing, lifting, bending, manual labor of all kinds, and standing in one place for prolonged periods of time. Corrected vision sufficient for use of computers.

RELATIONSHIP WITH OTHERS:

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The Temporary/Seasonal maintenance worker has regular telephone or in-person contact with employees of other departments as well as frequent face-to-face interactions with members of the general public to provide and exchange information. Contact typically involves receiving and responding to maintenance requests; providing and clarifying information; and communicating Port policies and procedures. Communication is typically verbal but some written communication may be required.

SUPERVISOR SIGNATURE _____

SUPERVISOR TITLE / DATE _____

EXECUTIVE DIRECTOR SIGNATURE / DATE _____

EMPLOYEE SIGNATURE _____

EMPLOYEE TITLE / DATE _____