

Position Title: Limited Duration Maintenance Specialist Part Time – Full Time
Through September 15th, with potential for extension.

Immediate Supervisor: Maintenance Manager

Summary of Duties & Responsibilities: Assist with current special project to complete finish work of new office, including drywall, install suspended ceiling, and flooring. Provide routine maintenance for Port operations including groundskeeping, maintenance of Port’s facilities, equipment and vessel repairs other duties as assigned.

Minimum Qualifications:

1. Previous construction, groundskeeping or facilities maintenance experience
2. Able to lift 50 pounds regularly and 100 pounds occasionally
3. Knowledge or tools and equipment required for basic construction, maintenance or groundskeeping
4. Must have, or be able to obtain, a valid Oregon driver’s license
5. Authorized to work in the United States

Other:

- Will need to work in inclement weather
- Able to maintain confidentiality
- Must be able to pass a drug test and background check
- Must be able to work with a minimum of supervision
- Ability to work flexible schedule, evenings, weekends and overtime to accommodate peak season demands, special events, severe weather conditions, etc.
- Maintain a professional relationship toward: General public, Customers, Sport and Commercial Fishermen, Contractors and Vendors, Law Enforcement and Regulatory Agencies

The above statements are intended to describe in general nature the level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I have read and understand the above described summary of duties, responsibilities, and expectations for the position of Maintenance Specialist.

Employee Signature

Date

Port Manager

Date