



**PORT OF BREMERTON  
POSITION OR JOB DESCRIPTION**

**PORT MAINTENANCE I**

**Revised: November 2019**

- I. INTRODUCTION:** This entry-level position performs work of a general maintenance nature and may be assigned at any of the Port's facilities. The employee is required to possess fundamental skills and knowledge involving grounds, building maintenance, and customer service. Union membership is required.
- II. DUTIES AND RESPONSIBILITIES:** Perform the Duties and Responsibilities of the Airport/Marina Attendant and the following:
- A.** Perform work as scheduled and assigned by Lead or manager following appropriate safety and operational procedures.
  - B.** Become familiar with and operate under the control of a qualified operator, as determined by management, the grader, backhoe, snowplow/dump truck, tractor, sweeper, forklift, small watercraft, as required.
  - C.** Assist with administration of customer agreements and transact business with the public including use of office files and records.
  - D.** Become familiar with the operation and maintenance of applicable systems including, but not limited to drainage, stormwater, water, and wastewater collection systems and facilities.
  - E.** Participate in specialized maintenance and construction work, but not limited to: carpentry (both rough and finish), plumbing and electrical installation and repair, welding, shop fabrication, road grading/repair and asphalt maintenance, concrete work, landscape design and construction, erosion/damage control, surveying, natural habitat conservation (any and all wildlife), sub-grade utilities location, demolition, excavation, site preparation, and snow removal operations.
  - F.** The following additional duties may be required by those assigned to the Bremerton National Airport. These duties are only required if FAA Part 139 is active and or the Port has the aircraft fueling contract:
    - 1.** Be able to pass FAA required line service test and refuel aircraft as required.

2. Be able to pass FAA required Crash Fire Rescue (CFR) course and keep certification current. Serve as a member of the airport's Aircraft Rescue and Fire Fighting team and respond to aircraft emergencies during scheduled hours of work.

G. Other duties as assigned.

III. **POSITION CONTROL:** This position is under the direct oversight and control of a designated Lead or manager at assigned Port facilities. No positions are supervised by the employee.

IV. **TRAINING:** The employee in this position will be required to undertake and successfully complete to the satisfaction of a designated supervisor, training in all areas of assigned responsibilities including, but not limited to, depending on work location, training in first aid, familiarity with use of fire extinguishers and fire suppression systems, de-watering pump operations, hazardous materials, fueling procedures, spill response, and aircraft rescue and fire fighting (as required by assignment).

V. **QUALIFICATIONS:**

A. Minimum requirement of experience of at least one year of employment with a business involved in related work of general grounds or building and/or equipment maintenance is desirable.

B. Skills or familiarity with marine or aviation environment is desirable.

C. High School graduate or equivalent is required. Good writing and math skills are desirable.

D. Valid Washington State driver's license is required. A commercial driver's license is desirable.

E. Ability to greet and serve public customers.

VI. **ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the "Duties and Responsibilities" and the "Qualifications" sections of this job description. All qualifications and duties and responsibilities are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skill, experience, and/or ability required. Some requirements may be modified to accommodate individuals with disabilities.

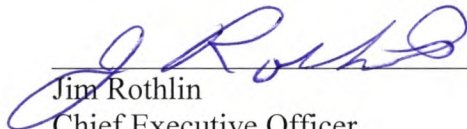
VII. **PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities:

- A. While performing the duties of this job, the employee is required to stoop, bend, lift, carry, and push a minimum of 50 pounds on a regular basis. (Operating a push mower and weed eater, weeding in rough terrain, carrying garbage containers, general building and grounds cleaning, maintenance, construction, and off-loading trucks, are examples of such work.)

**VIII. WORKING CONDITIONS:** This position involves both outdoor and indoor work. The employee may work early morning, late evening, emergency, and weekend shifts.

**IX. OTHER:**

- A. The consideration of safety is paramount in all work-related activity. The person in this position **must** possess a high level of awareness, judgment, and stability. In addition, the employee must be polite, courteous, and have the ability to work well with supervisors, co-workers, and the public in a variety of circumstances.

  
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Jim Rothlin  
Chief Executive Officer