

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
POSITION DESCRIPTION
FACILITIES MAINTENANCE ASSISTANT**

Position Title:

Facilities Maintenance Assistant

Seasonal (Summer), Full-time, Non-Exempt Position

Reports To:

This position reports to:

- Maintenance Supervisor – Business Parks, or
- Maintenance Supervisor - Airports

Position Summary:

This position is responsible for the maintenance and minor repair of Chelan Douglas Regional Port Authority (CDRPA) owned buildings, properties, and equipment.

Essential Duties and Responsibilities:

- Safety is job one. Provide an example of safe behavior to fellow employees through example, behavior, and attitude.
- Help promote a safe work environment. Work with team members in recommending and implementing safety policies and practices.
- Be watchful for unsafe conditions and report them immediately to supervisor.
- Maintain a clean and professional appearance of CDRPA properties.
- Perform daily maintenance duties at the Orondo River Park (ORP), including, but not limited to opening gate, cleaning and stocking restroom facilities, emptying garbage cans, and picking up litter.
- Measure and report chlorine residual in public drinking water system at ORP.
- Perform routine and repetitive maintenance of CDRPA properties including, but not limited to mowing, edging, weeding, trimming, garbage clean up, and irrigation repairs.
- Perform maintenance and minor repairs of CDRPA buildings.
- Properly utilize, operate, inspect, and maintain trucks, small engine driven equipment, hand and power tools, in accordance with best practices and equipment manufacturer recommendations.
- Communicate identified or potential vehicle, equipment, grounds, or facility issues to Maintenance Supervisors and/or Property and Maintenance Manager.
- Occasionally work within areas of aircraft landings, takeoffs and movements requiring special safety practices. Be knowledgeable of and comply with all applicable federal, state and local laws, specifically the requirements of 14 CFR Part 139 and 49 CFR Part 1542. *Training will be provided.*
- Assist Facility Maintenance Technicians and Airport Maintenance Technicians with projects and tasks as needed.

- Perform other tasks and responsibilities as may be assigned on a case-by-case basis.
- Ensure the highest possible level of customer service.

Primary Work Location & Job Conditions:

- Primary work locations are the Orondo River Park, Olds Station Business Park, Cashmere Mill District, and Pangborn Memorial Airport, but duties may be performed at all CDRPA properties within Chelan and Douglas Counties.
- Work will take place primarily outdoors in all weather conditions that range from hot and dry to cold and wet.
- CDRPA provides vehicle(s) for transportation to/from work sites.

Desired Skills:

- Ability to work independently and perform assigned tasks and projects with minimal supervision.
- Skill and experience operating small power tools, machinery, and equipment.
- Construction and carpentry experience.
- Knowledge of large lawn irrigation systems.
- Ability to troubleshoot and repair tools and equipment.
- Flexibility to accommodate unplanned/unscheduled projects and tasks.
- Ability to establish and maintain effective working relationships and open communication with management, co-workers, tenants, and the public.
- A personality style which emphasizes teamwork, inclusiveness, good judgement and a commitment to safety and efficiency.

Minimum Qualifications:

- High School diploma or equivalent.
- Two years relevant experience in maintenance, irrigation, grounds-keeping, or related work.
- Ability to lift and carry equipment and supplies weighing up to 75 pounds on a frequent basis and up to 100 pounds on an occasional basis.
- Possess a valid Washington State driver's license. Must sign a Driving Record Release of Interest authorizing the CDRPA to obtain a copy of the individual's driving record from the WA Department of Licensing.
- Must successfully complete a pre-employment Criminal History Records Check (CHRC) and Security Threat Assessment (STA) to obtain an Airport Identification/Access Badge.

Important Disclaimer Notice:

The job duties, responsibilities, skills, functions, experience, educational factors and the qualifications listed in this job description are representative only and not exhaustive of the tasks or assignments that an employee may be requested or required to perform in this position. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or condition of its business, competitive considerations, or the work environment change. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Equal Opportunity/Affirmative Action Employer:

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability status or any other non-merit factors. Chelan/Douglas Regional Port Authority is also committed to diverse workforce, women, disabled persons, members of ethnic minority and other underrepresented groups are encouraged to apply.

Approved:



James M. Kuntz
Chief Executive Officer

April 3, 2024

Date