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## **Job Opportunity: Fairgrounds Maintenance**

### **Background**

The Port of South Whidbey will assume management of the Island County Fairgrounds from April 1, 2015 through March 31, 2016. This full time position will perform maintenance at the fairgrounds for this year-long lease. Applications for this position are due by 4 p.m. on Friday April 17, 2015.

### **Duties and Responsibilities**

- Responsible for providing general maintenance and a medium degree of complex repairs in areas such as: electrical, mechanical, carpentry, landscaping and structural items in all Fairgrounds buildings and property.
- Industrial Heating and Cooling: Repair and maintenance on air handlers, cooling towers, DX units, heat pumps and like equipment as necessary.
- Electrical: Install and perform medium to complex repairs on fixtures such as: interior and exterior lights, bulbs, ballasts and wiring.
- Carpentry: Install and perform medium to complex repairs on items such as: doors, walls, roofs, floors.
- Plumbing: Install and perform medium to complex repairs on equipment such as: boiler, cooling tower, chiller, grease traps, faucets, drains, sinks and toilets.
- Mechanical: Install and perform medium to complex repairs on equipment such as: pumps, compressors, and lock mechanisms.
- Chemicals: Work with various types of caustic and poisonous chemicals as well as sewage and other hazardous solutions.
- Landscape Maintenance: mowing, cleaning, weeding and pruning as necessary.
- General: clean gutters, trash removal,

### **Desirable Qualifications, Knowledge, Skills and Abilities**

- Must have working knowledge of specialized industrial equipment; familiarity with specialized tools, instruments, equipment and techniques used in performing tasks.
- Ability to troubleshoot problems and perform medium to complex problems in all related fields, read blueprints and technical data material.
- Maintains a high standard for accuracy, completeness and efficiency in the performance of all aspects of tasks in this position.
- Ability to be innovative, resourceful and adaptive under hazardous working conditions.
- Effectively communicates with others for purposes of gathering and relating information.
- Understands the need for maintaining confidentiality of sensitive information.
- Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.
- Ability to use own initiative in emergency situations to make repairs or help with life safety circumstances.

### Education, Experience and Certificates

- Required minimum 2 year certified education and/or minimum of three years related work experience in plumbing, HVAC, electrical, mechanical, pneumatics, general maintenance and related tools and equipment. Ability to move heavy loads (100 lbs), flexibility to work in confined spaces.
- Ability to successfully complete various required technical training classes and obtain certificates necessary for functional skills performance, maintenance, and improvement.
- High school diploma or equivalent.
- Valid Washington State driver's license.

Working Conditions: Must be willing to respond to off-hours emergencies and to work weekends and holidays.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and/or toxic/poisonous agents.

The Port is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Compensation: The Fairgrounds Maintenance position is established as a salaried/exempt full-time position with an initial annual compensation rate of \$35,000 (paid monthly). Some seasonal variability in the work schedule should be anticipated. Two weeks of paid vacation are included as part of compensation. Personal leave of twelve days (96 hours) per calendar year is included, with no carry-over or buy-back. A \$400/month allowance for health care and a \$40/month allowance for cell phone service is also included.

### **Application Information**

Each applicant must complete the attached application form and a signed consent form for pre-employment screening purposes. Please include copy of current valid driver's license.

#### **ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL**

All application packets must be received in the Port office no later than 4 p.m. on Friday April 17, 2015. All applicants will be subject to pre-employment screening and verification of information. Applicant/s selected for a follow-up interview will be notified within two weeks, with the intention of notifying the preferred candidate shortly thereafter for immediate training and assumption of duties. Anticipated start date is May 1, 2015 or earlier.