

Job Description: Maintenance Technician  
Department: Guest Services  
Reports to: Maintenance Manager  
FLSA Status: Non-Exempt



**Position Summary:** The Maintenance Worker works to ensure our buildings are maintained to keep our guests comfortable during their stay. This position works as a member of a team to maintain the majority of the 70 buildings managed by Fort Worden Public Development Authority. As the Maintenance Technician, you will be assigned daily work to support the preventative maintenance program of the buildings. This includes, but not limited to repairing or replacing equipment, fixtures, HVAC systems, and furniture; and minor repairs to interior spaces, such as patching walls, paint, and repairing steps. The position also responds to daily maintenance requests to make sure Fort Worden guests and event goers have a great experience.

**Principal Duties and Responsibilities**

- Perform assigned maintenance duties and projects, including grounds activities, moving furniture, and day-to-day maintenance of buildings and building systems
- Operate facility equipment safely, ensure proper storage of materials and equipment used in work
- Contribution with the maintenance of the key and lock program, ensure all locks are maintained and operate correctly
- Perform minor repairs of various crafts including like-for-like replacement of parts
- Respond to off hours critical calls to resolve facility issues - will carry the emergency contact phone
- Perform preventive maintenance program work including: equipment, fixtures, and building systems; installation and repair of plumbing and electrical systems; furniture, furnishings, and interiors; maintenance of power equipment
- Use maintenance and grounds management systems including computerized databases
- Provide support for events and program set up of facilities and coordination of maintenance needs
- Implement preventative maintenance plans
- Maintain a respectful, collaborative work environment with coworkers, other departments, and vendors
- Use databases and scheduled meetings to identify, communicate, and plan workload including scheduling, implementation, equipment, and inventory needs for routine and event-specific tasks
- Resolve scheduling, implementation, equipment, and inventory issues
- Other duties as assigned

**Minimum Qualifications**

1. 1-3 years of experience in facility maintenance work with an emphasis on repair and maintenance of HVAC, electrical, or plumbing systems or a combination of experience, training and education which will be evaluated on an individual basis for comparability
2. Valid Washington State Driver's License and insurability on FWPDA's auto liability policy

**Knowledge, Skills, and Abilities**

1. Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community

2. Write clearly and concisely to give direction and information and document work needed and/or completed
3. Define problems, collect data, establish facts, and draw valid conclusions
4. Basic computer skills including working knowledge of Microsoft Word and Excel
5. The ability to work on your own as well as part of a team
6. Willing and able to work evenings, weekends and holidays

**Key Competencies**

Key competencies include planning and organizing, attention to detail, integrity, honesty, confidentiality, listening and communication, customer focus, information collection and monitoring, problem analysis and resolution, reliability, adaptability, efficiency. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

**EEO Statement**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the City will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority** is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families and groups who seek enrichment and discovery through life-long learning.*

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Maintenance Lead Worker

### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			X		
Walking				X	
Standing				X	
Running		X			
Bending or twisting				X	
Squatting or kneeling				X	
Reaching above shoulder level			X		
Climbing (e.g. ladders)			X		
Driving cars, light duty trucks				X	
Driving heavy duty vehicles		X			
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds			x		
Pushing/Pulling				X	
Using Foot Controls		X			
Work in/exposure to inclement weather				X	
Work in/exposure to cold water			X		
Exposure to dust, chemicals or fumes			X		
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)			X		
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)			X		
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements		X			
Use of hot equipment (e.g., ovens)			X		
Exposure to electrical current			X		
Seeing objects at a distance					X
Seeing objects peripherally					X
Seeing close work (e.g., typed print)					X
Distinguishing colors					X
Hearing conversations or sounds					X

	NA	NE	O	F	C
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell		X			
Distinguishing tastes	X				
Exposure to wild/dangerous animals		X			
Exposure to insect bites or stings			X		
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

**Are there any other physical or mental requirements of this position not addressed above?**

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_

**Employee Signature**

\_\_\_\_\_

**Date**