

Job Description: Temporary Grounds Laborer/Maintenance Worker
Department: Facilities
Reports to: Facilities Manager
FSLA Status: Non-Exempt
Length of employment: 90 days
Rate: \$16.00 per hour



Position Summary: This temporary hire is being funded thanks to the Jefferson Community Conservation Corps (JCCC) campaign to support Fort Worden PDA projects that meet a community need and enhance public spaces. JCCC funding supports hands-on help to maintain and enhance Fort Worden’s historic buildings, facilities and grounds while providing meaningful service and work for unemployed community members.

This position, under close supervision, performs work in support of the daily operations and maintenance of the grounds and infrastructure assigned to Fort Worden PDA staff.

Responsibilities

- Perform preventive maintenance program work including: equipment, fixtures, and building systems; furniture, furnishings, and interiors; maintenance of power equipment
- Perform assigned maintenance duties and projects, including grounds activities, trash removal, moving furniture, and day-to-day maintenance of buildings and building systems
- Perform planned maintenance, routine, and other assigned work of the Grounds Department, including grass mowing, edging, weeding, pruning, planting, turf maintenance, leaf raking, maintain drainage and storm water detention swales, curbs, walkways, driveways, graveled areas
- Operate motor vehicle to, between, and from work locations.
- Operate typical grounds maintenance equipment and tools including riding mowers and other rolling stock.
- Maintain a respectful, collaborative work environment with coworkers, other departments, and vendors.
- Other duties as assigned by supervisor or other management.

Minimum Qualifications

1. High School diploma and one to two years related experience and/or training; or equivalent combination of education and experience.
2. Valid Washington State Driver’s License and insurability on FWPDA’s auto liability policy
3. User capabilities in computer software products including property management software or work order systems and Microsoft Office Suite a plus.

Knowledge, Skills, and Abilities

1. Balance and prioritize multiple tasks and requests, and meet deadlines in a professional manner is required

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. 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 Fort Worden PDA 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.

Employee (Print Name)

Employee Signature

Date

Night Security and Maintenance Technician
 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	
Lifting/carrying 10-25 pounds				x	
Lifting/carrying 26-50 pounds				x	

	NA	NE	O	F	C
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		
Hearing via radio or telephone				x	
Communicating through speech			x		

	NA	NE	O	F	C
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.

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