



Position: Maintenance Technician
Open Date: February 3, 2026 (Open until filled)
Reports to: Executive Director
Classification: Temporary (Part- to Full-Time)
Exempt Status: Non-exempt, hourly (benefits non-eligible)
Pay Rate Range: \$17.13- \$25.00 per hour

Overview

The Port of Whitman County is seeking a temporary (seasonal) Maintenance Technician to join our team. The position is expected to begin in April 2026 and conclude in September 2026; however, the schedule may be adjusted based on the Port's operational needs and employee availability.

The Maintenance Technician contributes to the Port's operations by primarily performing routine and/or repetitive maintenance tasks related to landscaping, building maintenance, general maintenance, and repair. This position must be able to operate the tools and equipment assigned to the position, work independently and under supervision, and perform a variety of duties.

The statements in this job description reflect general details as necessary to describe the principal functions of this job. The levels of knowledge and skill and the scope of responsibility are those typically required for this position and should not be considered as an all-inclusive listing for work requirements. Port employees may perform other duties as assigned.

This position is performed under the direction and supervision of the Executive Director.

Key Responsibilities

Grounds Maintenance

- Perform grounds maintenance tasks including mowing, edging, and trimming grass, clearing leaves and other yard waste, litter and debris pickup, sweeping, and disposal.
- Remove weeds and manage vegetation to ensure safe and attractive grounds.
- Maintain walkways, parking areas, and outdoor surfaces for safety.
- Follow all safety procedures and maintain a clean and safe work site at all times.
- Assist with routine record keeping pertaining to chemical applications.

Facility Maintenance

- Perform regular inspections of Port office and the Port of Whitman Business Air Center facilities to identify maintenance needs.
- Perform inspections of other Port properties throughout Whitman County to identify maintenance needs, as assigned.
- Maintain cleanliness, organization, and general maintenance of the airport shop building, including organization and inventory of supplies and tools, and disposal of waste.

- Repair and replace damaged or worn-out components in a timely manner.
- Coordinate with service providers and contractors as needed.
- Maintain records of maintenance activities and repairs performed.

Equipment Operation and Maintenance

- Properly operate and maintain various tools and equipment necessary for the maintenance of buildings and grounds and other tasks, including but not limited to basic shop tools and equipment, riding and push lawn mowers, weed trimmers, pressure washers, power tools, 4-wheeler, and heavy machinery.
- Ensure all equipment is in safe and working condition before use.
- Responsible for scheduling and managing the maintenance of Port vehicles, including record keeping.
- Coordinate with other team members to safely complete tasks requiring multiple operators.

General

- Carry out routine duties that meet established quality standards for Port-related operations; ensure the recognized standards are maintained and that quality and delivery commitments are met.
- Troubleshoot problems, collaborate with others, and recommend solutions to reach a successful outcome.
- Maintain accurate and complete records, including maintenance logs and checklists, and equipment conditions and repairs.
- Understand and follow Washington Industrial Safety and Health Act (WISHA) and Labor & Industries (L&I) workplace safety rules.
- Ensure compliance with public disclosure and record retention laws.
- Actively support the Port's mission and vision and demonstrate values consistently.
- Work effectively as a team player with all Port employees.

Working Environment and Conditions

- The position will be primarily based in Colfax, WA. Work may be performed at other Port properties throughout Whitman County.
- Frequent professional and courteous contact with the public.
- Regularly exposed to moving mechanical parts and high precarious places.
- Regularly exposed to outside weather conditions.
- Occasionally exposed to uneven, wet and/or slippery surfaces.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock and vibration while wearing proper personal protection equipment and following strict Port and safety standards.
- Occasionally exposed to toxic or caustic chemicals while wearing proper personal protection equipment and following strict Port standards.
- Noise level in the work environment is usually moderate.

Qualifications

Education and Experience

- High school diploma or equivalent required.

- Must be 18 years or older.
- Experience in a maintenance or technician role, preferably in a Port or industrial setting is preferred.
- Experience with landscaping and related equipment is preferred.

Competencies

- Valid State vehicle operator's license and driving record acceptable to the Port's insurance carrier.
- Proficiency in using hand tools, power tools, and heavy machinery.
- Proficiency in using Microsoft Outlook for email and calendar management, Microsoft Word and Microsoft Excel for reporting and checklist management.
- Strong problem-solving skills and the ability to diagnose and repair a variety of issues.
- Attention to detail and a commitment to maintaining high standards of quality and safety.
- Strong communication skills; communicate effectively and professionally.
- Successfully manage time and prioritize tasks within given parameters.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to apply common sense understanding to carry out written or verbal instructions
- Operate equipment pertinent to job duties

At its sole discretion, the Port of Whitman County may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

Physical Requirements

- Comfortable working in various environmental conditions, including outdoor, indoor, and confined spaces.
- Regularly lift 75 pounds and have ability to push a minimum of 150 pounds.
- Regularly required to stand, walk, use hands to handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and perform manual labor for extended periods.
- Balancing – maintaining body equilibrium to prevent falling while walking on uneven and/or slippery surfaces.
- Specific vision abilities by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Core Expectations

- **Integrity:** Firmly adheres to the mission and corporate values of the Port of Whitman County in handling organization proprietary and confidential information, exhibits honesty, discretion, and sound judgment.
- **Flexibility:** Open to changing situations and opportunities and is able and willing to exhibit support despite conflicting viewpoints. Available and willing to work required hours to ensure work is delivered on time.

- **Independence:** Able and willing to take action and achieve desired results with minimal supervision.
- **Tolerance for Stress:** Able to rebound quickly from frustrations and unpleasantness; keeps composure and adjusts quickly to changing priorities.
- **Initiative:** Shows willingness and aptitude to use own discretion in finding solutions to problems or presenting options and ideas to enhance current processes or procedures; handles situations promptly.

Work Schedule and Compensation

This is a temporary, part- to full-time position during a standard work week, Monday through Friday. However, the Maintenance Technician may be required to work evenings, weekends, and holidays as needed to address urgent maintenance issues or emergencies. Compensation will be commensurate with experience and qualifications. The position is not eligible for benefits.

Signatures

Employee

Date

Supervisor

Date

HR Representative

Date