

Port of Mattawa

Position Description

Title: **Public works & Utility Maintenance Manager**

Reports to: Director

Supervises: Operators, maintenance and landscaping staff/contractors.

Position Summary:

This position performs a variety of operational, maintenance and repair duties designed to keep the industrial parks and water systems running in compliance with state standards. Work includes electrical, landscaping, and monitoring the two water systems through observation, mechanical reading the results of standard chemical tests and making adjustments in the process as conditions or test results dictate. Other duties include reading and maintaining meters, pumps, water lines, hydrants, valves, and test wells. Work also includes substantial record keeping. Employees are subject to hazards associated with plant operations, field work inside and outside in extreme hot and cold weather, and exposure to various hazards such as moving mechanical parts, electrical current, chemicals, fumes, and working in small spaces. Employees may be required to wear protective clothing.

Duties and Responsibilities

1. Day to day maintenance of Port properties and water operations.
2. Provide insight and recommendations to the Director.
3. Any and all duties are assigned by the Director.
4. Property and Equipment Maintenance
 - a. Stays current on Washington State and Federal safety rules as they apply to the use of various tools used in maintenance projects. Assists in development of Port policies and procedures as applicable to this position.
 - b. Repairs or maintains building structures, including but not limited to the inside and outside structure, plumbing, electrical wiring and roofing.
 - c. Repairs or maintains the various types of equipment used by the Port in its day to day operations.
 - d. Repairs or maintains various types of water pumping and treatment equipment. Maintains accurate files and keeps a computerized data base of maintenance performed on buildings and equipment.
 - e. Performs general preventive and scheduled maintenance; assists on major maintenance and repairs.

5. Wastewater System
 - a. Performs daily, weekly, monthly, quarterly, biannual, and annually monitoring as well as sampling collection.
 - b. Takes samples and performs various tests for proper chemical feed; adjusts chemical feeds as necessary; records inspections of wells and other system data points.
 - c. Report on time and accurately.
 - d. Daily monitoring of wastewater discharge rates from our clients.
 - i. Report monthly influent, effluent and amendment water usage reports to the Director.
6. Commercial Water System
 - a. Daily monitoring of flows.
 - i. Daily monitoring of flow rates from the commercial water plant.
 - ii. Daily monitoring of water usage rates from our clients.
 - b. Prepare monthly reports to the Director.
7. Read water meters; inspects meters for leaks and improper functioning.
8. Make repairs and/or replace lines, pumps, motors, hydrants, and valves.
9. Respond to customer needs and complaints.
10. May attend meetings related to maintenance, electrical, landscaping, water/wastewater usage, water conservation, wastewater issues, and irrigation as a representative of the Port.
11. Establish positive working relationships with representatives of community organizations, state/local agencies, Port staff, and the public.

Desired Qualifications

To perform this job, an individual must be able to perform all of the above listed duties described in an efficient and competent manner. The requirements listed below are representative of the knowledge, skills and/or abilities required.

1. A high school diploma or equivalent. Courses in water and wastewater or subjects on basic environmental science, chemistry and mathematics may be useful.
2. General work experience that has provided the knowledge and abilities necessary to perform the duties of a utilities and maintenance personal.
3. A valid Washington state driver's license is required.
4. Safety practices and procedures applicable to construction projects and equipment maintenance. State and Federal regulations and standards related construction.

Abilities

1. Communicate, both orally and written, with individuals and groups regarding all issues or regulations effecting the Port.
2. Detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
3. Understand and follow moderately complex oral and written instructions.
4. Establish and maintain effective working relationships with peers and superiors.

Work Environment

Work environment is divided between office and field, which includes a wide range of weather conditions. Employees may be required to work during evenings, weekends, and holidays.