

Port of Kalama

Job Description December 2015

Title: Grounds Keeper

Department: Maintenance

Non-Exempt

Reports to: Maintenance Superintendent

General Position Summary:

The primary purpose of the Grounds Keeper position is to provide assistance with the general upkeep, maintenance and repairs of all Port of Kalama properties and facilities, including supervision of the Port's part-time grounds employees. Many of the functions require independent action to instigate or respond to events or obligations.

Essential Functions/Major Responsibilities:

Grounds Keeping - All Port Properties including Marine Park, Louis Rasmussen Park, Industrial Park, Haydu Park, Port Administration building, and future development areas; mowing grass; trimming and pruning all plants, trees, and bushes with good knowledge of horticulture; maintaining and improving all flower beds and spread bark dust; spreading fertilizers and spraying herbicides and pesticides; pressure wash facilities; maintenance and installation of irrigation systems;

Janitorial - Cleaning/stocking restrooms on daily basis; empty garbage cans; pick up litter; clean debris in parking lots and pathways;

Safety - Recognize safety concerns that may endanger the public and report them to the Maintenance Superintendent and Port Safety Officer; secures location of safety concern as appropriate to mitigate risk of injury;

Equipment - Light maintenance, repair and cleaning of all lawn equipment to extend its useful life;

Supervision - Supervision of the Port's part-time student workers.

Secondary Functions:

North Port Dock - 24 hour on-call maintenance and dock assistance as needed (possible weekends); dock dust suppression as needed; clean restrooms;

Other duties as assigned.

Job Scope:

Performs duties independently with minimal supervision, operating from specific and definite directions and instructions. Decisions are of a routine nature made within established authority. Mistakes/errors may result in loss of business, poor customer relations, and/or damage to the Port's image, all of which can have negative financial and political implications for the organization. Supervision of part time employees.

Interpersonal Contacts:

In any dealing with the public, employees shall be courteous and professional. Sir, Ma'am or Ms. are appropriate when a personal relationship does not exist with the person greeted. The employee is to always present the Port and members of the staff in a positive way to the public. Clients, consultants

and other business partners of the Port are to be addressed with professionalism at all times. When dealing with disgruntled clients, extra care is to be taken to remain objective and professional. Interactions with other Port personnel are to be courteous and respectful, regardless of position within the organization. Interaction comes in the form of face-to-face contact, phone, written and e-mail. Professional appearance and attire suited to the job are required for this position.

Specific Job Skills:

Operate Equipment - Landscaping equipment such as lawn mowers, weed eaters, blowers, edger's, hedge trimmers, and chain saws; backhoe; water truck; man lift; fork lift; must be able to pull and back up a trailer behind a pickup;

Licenses/Certifications - Must have or acquire and maintain the necessary chemical applicators license and aquatic license for herbicides and pesticides used at the Port within 12 months from the date of hire; must have or acquire a Certified Playground Safety Inspectors License within 12 months from the date of hire;

Excellent driving skills.

Good interpersonal, communication, customer service, and time management skills.

Ability to read, write, speak and understand English.

The ability to operate office equipment such as, but not limited to, PC's, printers, fax machines, copy machines, laminators, multi-line telephone systems and typewriters.

Must possess a valid driver's license, acceptable driving record, and proof of current vehicle insurance. Physical ability to engage in repetitive motions of feet, to hear, to see, to move office supplies, files and equipment, to bend, to twist, and to climb stairs.

Ability to collect data, organize information, and develop reports with minimal supervision.

Ability to instigate and perform responsibilities associated with on-going assigned tasks with minimal supervision.

Education and/or Experience:

A minimum (5) years of experience in maintaining parks, golf courses or sports complexes in turf management; tree, shrub, and plant maintenance; installing and repairing irrigation; and operating zero turn and self-contained hydraulic driven contour mowers.

A high school diploma is required.

Job Conditions:

Possess physical ability to push up to 200 pounds, lift material weights up to 100 pounds, and carry up to 90 pounds regularly throughout a normal workday (for example carrying cement & fertilizer bags); Possess ability to climb stairs, high ladders and be able to work from ladders (for example accessing roofs & changing street lights); Possess physical ability to engage in repetitive motion to feet, to hear, to see, to move goods from place to place, to bend and twist; Be able to work in inclement weather including cold, rain, snow, wind and heat, and also to be able to work on uneven surfaces.

Must be able to be around children without accommodation.