

**Port of Kalama
Job Description 2019**

Title: Student Help, Field Maintenance

Department: Maintenance

Reports to: Maintenance Superintendent

Part-time Non-Exempt

General Position Summary:

The primary purpose of the Student Help Field Maintenance position is to aid with the general upkeep, maintenance and repair of all Port of Kalama properties and facilities.

Essential Functions/Major Responsibilities:

- Responsible for general Maintenance duties to include all Port properties including Marina, Marine Park, Industrial Park, North Port, South Port, East Port, and Haydu Park:
 - Pulling weeds
 - Spreading bark dust
 - Weed eat
 - Push mow
 - Assist maintenance crew on various projects
 - Litter patrol
- Janitorial duties to include:
 - Cleaning/stocking restrooms on daily basis
 - Emptying garbage cans
 - Vacuuming as needed
- Operate lawn equipment and tools when required
- Other duties as assigned.

Job Scope:

Performs duties independently with minimal supervision. 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. Must abide by policies and procedures of the Port.

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 always to be addressed with professionalism. Interactions with other Port personnel are to be courteous and respectful, regardless of position within the organization. All interactions involve information exchange and problem solving and are as a result of regular, on-going duties. Interaction comes in the form of face-to-face contact, phone, written and e-mail.

Specific Job Skills:

- Good interpersonal, communication, customer service, and time management skills.
- Can read, write, speak and understand English.
- A valid driver's license, acceptable driving record, and excellent driving skills are preferred.
- Possess physical ability to engage in repetitive motion to feet; to hear; to see; to bend and twist; and to move goods from place to place.
- Be able to work in inclement weather including cold, rain, wind, and heat; and, be able to work on uneven surfaces.
- Be reliable and on time for work when scheduled.

Education and/or Experience:

Must be enrolled in high school when applying for this position. Student employees are often allowed to continue working while attending college but must remain actively enrolled.

Supervisory Responsibility:

The position has no supervisory functions.

Student Employee

Date

Heidi Souvenir, HR Administrator

Date