

# Maintenance Manager

## Position Announcement

The Port of Mattawa is seeking a candidate to fill the part-time non-exempt position of Maintenance Manager. This person will inspect different equipment and perform any basic repairs or preventative maintenance when required.

The manager will be responsible for:

- Day to day maintenance and operations of port properties.
- Provide insight and recommendations to the Executive Director.
- Repairs or maintains building structures, including but not limited to the inside and outside structure, plumbing, electrical wiring and roofing.
- Repair and maintains various types of water and wastewater equipment.
- Coordinate maintenance of equipment.
- Supervision/monitoring of all facilities.
- Read meters, inspect leaks and improper functioning.
- Repair and replace lines, pumps, motors, hydrants and valves.
- Regular testing for water operations.
- Along with other duties required by the Executive Director.

### Preferred Work Experience:

- Two years' worth of maintenance related fields.

### Preferred Knowledge, Skills & Abilities:

- Strong communication skills, written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Teamwork

**Note:** *The Port will consider promising candidates not possessing preferred qualifications for a time-limited mentorship program. Fully qualified candidates will be eligible for fast-track promotion.*

### Required:

- High School Diploma or equivalent.
- Proficient in Microsoft Word, Excel and PowerPoint.

### Application Procedure

Applications are found at the port office and online.

[http://portofmattawa.org/employment\\_opportunities/](http://portofmattawa.org/employment_opportunities/)

Please submit a completed application, resume and a cover letter addressing qualifications to:

Port of Mattawa  
20140 Road 24 SW., Suite G  
Mattawa, WA 99349

E-mail: [l.leland@portofmattawa.org](mailto:l.leland@portofmattawa.org)

This position will remain open until position is filled. This is a non-exempt position.

Compensation is dependent on experience and education. Benefits include State of Washington Health Care Authority, PERS retirement system and paid leave.