

# PORT OF WALLA WALLA MAINTENANCE DEPARTMENT JOB DESCRIPTION

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**Position Title:**

Maintenance & Operations Custodian

**Reports to:**

Maintenance & Operations Supervisor

**Salary Range:**

\$15.00 – 18.00 Hourly;  
\$28,496 - \$37,440 Annually; DOQ/DOE

**Position Summary:**

Maintenance and custodial position shall be responsible for maintaining Walla Walla Regional Airport and Port of Walla Walla owned facilities throughout Walla Walla County. Primary work shall take place at the Walla Walla Airport with weekly trips to the Port of Walla Walla facilities throughout the county.

**Minimum Qualifications:**

- Valid driver's license authorizing operation of a motor vehicle.
- Ability to pass an FBI background security check and drug test.
- Must live and be able to report to work within 20 minutes of the Walla Walla Regional Airport.
- Ability to be on-call and work overtime hours, weekends and holidays as required for snow removal operations and other emergency projects, as needed.
- Ability to lift or move heavy equipment.

**Desired Skills:**

- Proven experience as a custodian, janitor, or in a similar role.
- Ability to pay attention to detail and conscientious.
- Knowledge of the use and maintenance of industrial cleaning equipment and appliances.
- Familiarity with basic landscaping and handyman practices.
- Maintenance and operation of hand tools, mowing, and general grounds upkeep.
- Ability to follow directions from supervisor or other skilled employees, work independently and in a team setting.
- Operate personal computers utilizing word processing, and spreadsheets.
- Demonstrate competent and effective oral and written communication skills.

**Essential Duties and Responsibilities:**

- Observe applicable security and safety rules, regulations and procedures. Safety is job one!
- Ability to provide maintenance and janitorial services at the Airport Terminal complex and other Port properties. (Work to be performed inside/indoors and outside/outdoors)
- Ability to maintain adequate inventory of janitorial supplies and order when necessary.

- Ensure facilities are prepared each day with trash pickup, tidying furniture, sanitization and dusting of surfaces.
- Sweep, mop floors and vacuum carpets.
- Wash and sanitize toilets, sinks and restock disposables (i.e. soap, toilet paper, paper towels, etc.)
- Wipe mirrors and wash interior and exterior windows.
- Perform maintenance and minor repairs throughout the facilities (i.e. change light bulbs, replace carpet tiles, fix minor plumbing leaks, etc.)
- Work includes winter operations such as shoveling snow, clearing the parking lot or apron to maintain public access in safe manner.
- Work includes but is not limited to janitorial duties, basic building repairs, painting, minor plumbing, mowing, shoveling, lifting, grounds, lighting systems and other facility needs as necessary.
- Initiate and complete assigned routine maintenance and repair tasks, inspections and procedures. Secure maintenance department tools, vehicles and facilities when not in use.
- Properly utilize, operate, inspect and maintain hand and power tools, motorized vehicles and equipment in accordance with commonly accepted equipment manufacturer's recommendations.
- Ability to work outside, day or night, during all-weather conditions including rain, high wind, high and low temperatures, snow and other inclement weather conditions.
- In all capacities will incorporate safety policy and procedures necessary for the well-being of the general public and fellow employees.
- Ability to work well and cooperate with staff, contractors and the public.
- Ability to learn to effectively manage multiple and diverse activities. Exercise initiative and good judgment.
- Ability to act decisively in difficult or emergency situations; assume a role in identifying and executing workable solutions to mitigate problems.
- Maintain an even temperament and tact when difficult situations arise.
- Ability to take direction, prioritize work, manage projects while maintaining a focus on project details and schedules.
- All other duties as assigned.

**Essential Functions:**

To perform this job successfully, an individual must meet the qualifications and be able to perform all the duties described in the “Minimum Qualifications”, “Desired Skills”, and “Essential Duties and Responsibilities” sections of this job description. All of the above are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skills, experience, and/or ability required.

**Important Disclaimer Notice:**

The job duties, responsibilities, skills, experience, educational factors and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. To meet the needs of the employer, the employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or condition of its business, competitive considerations, or the work environment change.

**Equal Opportunity/Affirmative Action Employer:**

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability status or any other non-merit factors. The Port of Walla Walla is also committed to a diverse workforce; women, disabled persons, members of an ethnic minority and other underrepresented groups are encouraged to apply.

Approved:



Patrick H. Reay  
Executive Director

June 9, 2021  
Date