

**PORT OF WALLA WALLA
WALLA WALLA REGIONAL AIRPORT
MAINTENANCE & OPERATIONS POSITION**

The Port of Walla Walla, owner and operator of the Walla Walla Regional Airport, has an immediate opening for a full-time maintenance & operations position. The successful candidate will demonstrate work experience in carpentry, maintaining/operating heavy equipment, installation and maintenance of water/sewer systems and gasoline and diesel engine repair. Primary work activities will be at the Walla Walla Regional Airport; however, work will also be required at other Port facilities throughout the county.

A valid driver's license, ability to pass a FBI background check, ability to report to work within 15 minutes, Water Distribution Specialist (WDS) Certification or ability to acquire within 3-years of employment, Class A CDL preferred and ability to work overtime hours, weekends and holidays as required for snow removal and other emergencies is required and a condition of employment.

Salary range is \$40,000 - \$55,000; DOQ/DOE plus benefits. Position is open until filled. A detailed job description and employment application may be obtained on-line at www.portwallawalla.com. First cutoff for applications is on Friday, July 10, 2020 by 4:00 pm to the Port of Walla Walla. Applications will continue to be accepted beyond the first cutoff date. Applicant may submit application, cover letter and resume one of three ways. USPS mail, place in drop box at the Port Administrative Office parking lot located at 310 A Street, Walla Walla or email to pr@portwallawalla.com. The Port of Walla Walla is an Equal Opportunity Employer.

**PORT OF WALLA WALLA
WALLA WALLA REGIONAL AIRPORT
MAINTENANCE DEPARTMENT JOB DESCRIPTION**

Position Title:

Maintenance & Operations

Reports to:

Maintenance & Operations Supervisor

Salary Range:

\$40,000 - \$55,000 Annually; DOQ/DOE

Position Summary:

The maintenance & operations position is responsible for maintaining aviation, building and equipment assets owned by the Port of Walla Walla. Primary maintenance activities will be at the Walla Walla Regional Airport; however, work will also be required at other Port of Walla Walla sites throughout the county.

Minimum Qualifications:

- Valid driver's license authorizing operation of a motor vehicle.
- Ability to pass a FBI background security check and drug test.
- Must live and be able to report to work within 15 minutes of the Walla Walla Regional Airport.
- State of Washington Department of Health Water Distribution Specialist (WDS) Certification or ability to obtain certification within 3-years of employment.
- Ability to be on-call and work overtime hours, weekends and holidays as required for snow removal operations and other emergency projects.
- Commercial Driver's License Class A (CDL) Preferred.

Desired Skills:

- Carpentry including general building repairs, roofing, painting, door and window replacement, concrete work, electrical, and finish work.
- Maintenance and operation of heavy equipment, installation of municipal water/sewer lines, gasoline and diesel engine repair, experience with acetylene/arc welding.
- Maintenance and operation of hand tools, mowing and general grounds up-keep.
- Ability to work independently and in a team setting.
- Operate personal computers utilizing word processing, database, spreadsheet and graphics based software applications.
- 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!
- Be knowledgeable of and comply with FAR Part 139 for the safe and certificated operations of the airfield. Operations include airfield safety inspection and reporting; airfield signs and markings; airfield pavement management; airfield driver training; airfield wildlife management; and airfield safety during construction.
- Be knowledgeable of and comply with the Airport Snow and Ice Control Program which includes conducting braking action tests of airfield movement areas, operating plows, brooms, blowers and other ancillary snow removal equipment and reporting Field Condition Reports (FICONS) through a computerized Notice to Airmen (NOTAM) website.
- Work includes but is not limited to general building repairs, hangar repairs, roofing, painting, door and window replacements, insulation, concrete work, electrical, plumbing, mowing, shoveling, lifting, earth moving, structure demolition, maintenance of pavements, lighted signs, fences, grounds, lighting systems, installation and maintenance of water/sewer facilities.
- Work includes general vehicle and equipment engine maintenance including, greasing, changing oil and filters, changing blades and keeping shop equipment organized and in good repair.
- Ability to operate and maintain a variety of wheeled and tract vehicles including tractors, mowers, dump truck, road grader, roadway sander, trucks up to 5 ton, runway vacuum, backhoe, snow plow equipment, man lift and other vehicles necessary to perform duties as assigned.
- 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, at night, during rain, high wind, high and low temperatures, snow and other inclement weather conditions.
- Ability to work on roofs, scaffolding, catwalks and ladders up to a height of 100 feet.
- Operate and/or assist with herbicide applications.
- 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 public.

- Ability to learn to effectively manage the 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 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.

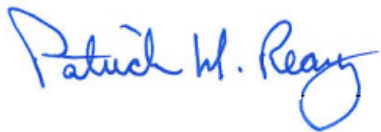
Important Disclaimer Notice:

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 18, 2020
Date

PORT OF WALLA WALLA

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Name: Last	First	Middle	Home Phone	Message Phone
Address: Street	City	State	Zip	Social Security Number
Other name(s) under which records may be listed:				
Address:	City	State	Zip	

If not a U.S. Citizen, does visa or immigration status prevent employment? Yes _____ No _____

Have you ever been employed by the Port of Walla Walla? Yes _____ No _____

If yes, date and department: _____

Position applying for: _____

Date available for employment: _____

Have you been convicted of a misdemeanor or a felony within the last 7 years? Yes _____ No _____
Conviction will not necessarily disqualify an applicant from employment.

If yes, explain: _____

Do you hold a current First Aid and/or CPR card? _____ Yes _____ No Expiration Date _____

EDUCATION / TRAINING:

	Name of School	Location	Major Course of Study	Degree / Diploma	Dates Attended
High School / GED					
College / University					
Trade, Business or Other					

EMPLOYMENT HISTORY: Begin with present or most recent employer. Include any job-related military service assignments.

Employer	Dates Employed	Beginning Salary	Phone Number
		Ending Salary	
Address		Job Title	May we contact this employer? ____ Yes ____ No
Supervisor		Reason for Leaving	
WORK PERFORMED			
Employer	Dates Employed	Beginning Salary	Phone Number
		Ending Salary	
Address		Job Title	May we contact this employer? ____ Yes ____ No
Supervisor		Reason for Leaving	
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Supervisor		Reason for Leaving	
WORK PERFORMED			

SPECIAL SKILLS / QUALIFICATIONS: Summarize special job related skills and qualifications acquired from employment or other experience.

COMMENTS:

REFERENCES: References from a supervisor or evaluator is encouraged but not required.

Name & Relationship	Street Address	City	State	Zip	Area Code & Phone

Do you hold a journeyperson's card? _____ If so, what trade? _____

Have you been an apprentice? _____ If so, what trade? _____

Please describe your training and experience in maintenance (including, but not limited to, carpentry, plumbing, mechanics, electrical, grounds keeping, painting, equipment operation and, equipment maintenance). Also indicate years of training / experience in each area.

What is your Washington State Drivers License Number? _____

Please list all restrictions placed upon your driving as found on your driver's license: _____

How many years have you been driving? _____

What experience have you had in driving a truck? Years _____ Miles _____

Have you ever had your license revoked? _____ Yes _____ No Explain _____

List other driving experience here: _____

IN CASE OF ACCIDENT OR EMERGENCY, CONTACT:

Name: _____

Address: _____

Phone Numbers: Home _____ Work _____ Cell _____

NOTICE:

Due to the nature of the position you are applying for, a background check may be required before this position is filled. A conviction of a misdemeanor or felony does not necessarily bar you from employment.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date