

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

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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 Washington driver's license, ability to pass a FBI background check, ability to report to work within 15 minutes, Class A CDL, Water Distribution Specialist (WDS) Certification or ability to acquire within 3-years of employment, 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 - \$50,000; DOQ/DOE plus benefits. Position is open until filled. First cutoff for applications is Friday, March 3, 2017 and must arrive at the Port Administrative Office, 310 A Street, Walla Walla, WA, by 4:00 p.m. A detailed job description and employment application may be obtained on-line at [www.wallawallaairport.com](http://www.wallawallaairport.com). Applicants to submit an application, cover letter and resume. The Port of Walla Walla is an Equal Opportunity Employer.

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

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**Position Title:**

Maintenance & Operations

**Reports to:**

Maintenance & Operations Supervisor

**Salary Range:**

\$40,000 - \$50,000 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 Washington 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.
- Commercial Driver's License Class A (CDL).
- 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.

**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.

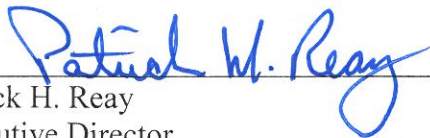
**Important Disclaimer Notice:**

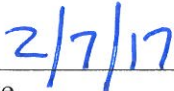
The job duties, responsibilities, skills, experience, educational factors and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. To meet the needs of the employer, the employer reserves the right to revise 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:

  
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 Patrick H. Reay  
 Executive Director

  
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 Date