

# NORTHWEST MARITIME CENTER

Port Townsend, Washington



## JOB DESCRIPTION: Lead Janitor

In the this full-time position, the Lead Janitor will join the Facilities team in the care of the Northwest Maritime Center campus, through daily cleaning, light maintenance, and security duties. Our goal is to keep our buildings in a clean and orderly condition, while maintaining a safe and secure environment for our guests and employees.

## PRIMARY RESPONSIBILITIES:

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, pressure washing, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Curb trash and recycling weekly
- Stock and maintain supply rooms
- Cooperate and communicate with fellow staff members
- Complete all work orders in a timely manner as assigned using work order software
- Follow all health and safety regulations
- Other duties as assigned

## GENERAL OPERATIONS

While this position's primary responsibility is in facility maintenance, the Lead Janitor will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Maritime Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then – sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

## MINIMUM QUALIFICATIONS

- Proven working experience as a janitor or related position, e.g. custodial, porter, maintenance, housekeeping.
- Ability to handle heavy equipment and machinery such as industrial floor buffers, carpet cleaners, power washers, etc.
- Willingness to work outside inclement weather from time to time.
- Integrity and ability to work independently while sticking to a set work schedule
- Be a team player

## PREFERRED QUALIFICATIONS

- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets.
- High school diploma or equivalent



NORTHWEST MARITIME CENTER  
431 Water Street, Port Townsend, WA 98368  
nwmaritime.org | 360.385.3628

## WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, a powerful board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step—we're in that moment, and it's exciting.

The NWMC is dynamic, growing, and making a difference in our community. We are roughly twice the size we were seven years ago, debt free, and helping solve community problems like systemic improvements in our public schools, economic development, and job training—plus all of the fun stuff like kids programs, festivals and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of them done to meet or advance industry best practices. In the words of a board member: "We don't do B work."

On top of it all, you'd get work on the water and live in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Maritime Center's relative scale to our small town means that the effects of our success can be observed in the success of our community. You'll be doing meaningful work for the place you live and your efforts will make a tangible difference.

Right team, right moment, the right momentum, and the chance to move the needle for the prosperity of an entire community: That's why we get excited to come to work in the morning, and that's why we think you should want to be here too.

Submit resume and cover letter to [apply@nwmaritime.org](mailto:apply@nwmaritime.org). Include "Janitor" in the subject line.

Position is full-time and eligible for benefits, 40 hours/week

Offices are located at 431 Water St., Port Townsend, WA 98368

Position title: Lead Janitor

Reports to: Facility Manager, Jeff Hogue

Wage: Starting at \$15 – \$17 per hour, non-exempt – DOQ

