



VENTURA
PORT DISTRICT

Established 1952

December 21, 2021

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Maintenance Supervisor. The Maintenance Supervisor position is a member of the District's Maintenance Department.

If you are interested in this position, please return the attached application by Monday, January 31, 2022 by 5:00 PM by email to jrauch@venturaharbor.com or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. You may submit a résumé and a few supporting documents, such as certificates, letters of recommendations, etc.

All applications and materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, it is imperative that the application be completed in its entirety and that the candidate signs the application. Statements such as "see resume" will result in disqualification.

The job application, resumes and all other written materials of those candidates that meet the minimum requirements will be reviewed. The most highly qualified candidates will be invited to an initial interview to evaluate and compare participating candidates' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. If you are selected for an interview, we will contact you with the date and time.

The Ventura Port District strives to maintain a drug-free workplace. A pre-employment drug screening is required for this position. Candidates will also be subject to a background investigation prior to a tentative offer of employment. The Ventura Port District will also comply with any ADA requirements.

A Job Description for this position is attached. The salary range is \$5,354 to \$8,195 per month. This position is exempt.

I wish you luck in the process and look forward to receiving your information.

Sincerely,

Brian D. Pendleton
General Manager

Attachments: Employment Application & Job Description

1603 Anchors Way Drive Ventura, CA 93001
Tel: (805) 642-8538 / Fax: (805) 658-2249
www.venturaharbor.com



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

If you need assistance in completing the employment application, please inquire at the Ventura Port District Office. Furthermore, the District conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require a reasonable accommodation (e.g. interpreter, TDD, scheduling adjustments) in the application process, please inform the Ventura Port District Office in writing when you submit your application.

The Ventura Port District prohibits discrimination against applicants on the basis of race, color, national origin, ancestry, religion, sex (including pregnancy), gender, gender identity, gender expression, national origin, age (40 or older), sexual orientation, disability, medical condition, military or veteran status, genetic information or any other legally protected characteristic. Please direct any complaints about the application process to the Clerk of the Board.

APPLICANT DATA			
Full Name:			
Address:			
Phone:	Cell:		
E-mail:			
Position Applying For:			
Date Available to Start:			
Salary Requirements:			
How were you referred to us?			
If you are under 18 years of age, can you provide a work permit? If no, please explain:			
Have you ever worked for the Ventura Port District? If yes, when?			
Are you legally allowed to work in the U.S.?			
Are you or your spouse related to any other employee of the Ventura Port District? If yes, who?			
Type of employment desired:			
Full-Time	Part-Time	Temporary	Seasonal

EDUCATION & TRAINING

Schools Attended & Location	Major Field	Hours Completed/Degree Received

SPECIAL SKILLS OR QUALIFICATIONS

Please indicate (X) your experience/skills/abilities in the following areas:

Typing Speed:	Skills:	Clerical Experience:
below 40 wpm	Word	Receptionist
40-49 wpm	Excel	Data Entry
50-59 wpm	PowerPoint	Bookkeeping
60-69 wpm	Publisher	Web Design/Website Management
above 70 wpm	Project	Filing
	Word	Purchasing
	Social Media:	Secretarial
	Internet:	Records Management
	Other Word Processing:	Cashier (electronic)
	Other Software:	Accounting
	Other:	Other:

EMPLOYMENT EXPERIENCE

(Begin with the most recent position)

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge. I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. Also, I authorize the Ventura Port District to make such investigations and inquiries of my personal, educational, financial and other related matters as may be necessary for an employment decision. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal document verifying my identify and eligibility for employment. I hereby release employers, schools or individuals from all liability when responding to inquires in connection with my application.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of the Ventura Port District will be enforceable.

Signature of Applicant: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interview Date:	Interviewed By:
Notes:	
Ranking:	

JOB TITLE: Maintenance Supervisor

REPORTS TO: Facilities Manager

FLSA: Salaried—Exempt

JOB SCOPE:

The Maintenance Supervisor directs and assists maintenance staff in all aspects of the maintenance of Ventura Harbor and Harbor Village including, coordinating procurement of equipment, supplies and services under the general supervision of the Facilities Manager and coordinating with all Department Managers to identify and meet their Department's maintenance needs; performs related duties as required.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative assistance from the Facilities Manager and Business Operations Manager. Exercises supervision over maintenance personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Supervising the Maintenance Staff

- Plans, supervises, directs, and assists harbor maintenance crews in their daily work; supervises the maintenance and repair of District facilities, grounds and equipment.
- Coordinates and assigns daily job assignments.
- Sets personnel schedules in accordance with the District's current need.
- Serve as administrator to CMMS (Computer Maintenance Management System) and manage the daily use of the software to review service requests, determine priority and assign to specific workers.
- Monitors completion of Maintenance tasks to ensure quality and timely performance are achieved. Provides corrective/constructive advice where applicable.
- Monitors and reviews employees daily work activity log sheets.
- Recommends to Facilities Manager any necessary training, equipment needs for staff.
- Directly supervises up to five Maintenance Personnel, including:
 - Providing leadership, mentorship, training, and motivation.
 - Prepares and performs Annual Performance Reviews.

Procurement of Equipment and Services

- Arranges the purchase of supplies and materials while managing employee's procurement limits.
- Oversees the performance of third-party contracted maintenance services, including but not limited to:
 - Janitorial services
 - Window cleaning services
 - Mechanical services
 - Plumbing services
 - Landscaping services

- Oversees and accomplish all Mechanical Activities including contracted services.
- Assists in securing procurement estimates and bids.

Tenant Relations

- Develop and maintain the respect and goodwill of all District's commercial tenants through effective communication, impartiality, and providing quality service.
- Works with Facilities Manager to respond to tenant reports of maintenance problems and relays information to Facilities Manager and other departments as needed.
- Regularly monitor and work with tenants where maintenance activities may result in potential hazards, unsafe conditions, or have business impacts.
- Regularly monitor and assess tenant activities for potential hazards, unsafe conditions, and/or violations of lease and work with tenants to remedy those issues.

Supporting Facilities Manager

- Meets with the Facilities Manager on a regular basis to informally inspect the District's facilities to identify maintenance and landscaping needs.
- Responds to reports of maintenance problems and relays information to Facilities Manager on a regular basis.
- Alerts and follow-ups with the Facilities Manager so that the maintenance and landscaping needs of Ventura Port District's areas are met.
- Assists Facilities Manager in securing and implementing service contracts with vendors/contractors.
- Assists Facilities Manager with the hiring process for maintenance personnel.
- Assists Facilities Manager in making recommendations for items to be included in the Annual and Mid-year budgets.
- Assists Facilities Manager in preparation of monthly reports to Board of Commissioners.
- Performing any additional maintenance duties as may be assigned by the Facilities Manager.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

KNOWLEDGE OF:

- Practices, techniques, and methods of facilities, grounds and equipment maintenance and repair.
- General construction methods, including principles of design and engineering, particularly relating to:
 - HVAC and climate control systems
 - Plumbing
 - General civil/structural building engineering
 - ADA requirements for public facilities
 - Asphalt/concrete maintenance/repair

- Commercial building fire/life safety systems
- The marine environment
- Principles of supervision, training and motivation.
- Safety principles and practices as it relates to OSHA requirements.
- Problem solving
- Record keeping and filing.
- Computer Skills: Knowledge in CMMS (Computer Maintenance Management System), Access Control Software, and Video Security Software.
- Microsoft Office software for email communication, preparation of project reports, and financial tracking.

ABILITY TO:

- Supervise and perform a wide variety of harbor facilities, docks, grounds, equipment and vessels.
- Assist the Facilities Manager in designing and coordinating training programs.
- Maintain effective relationships with the public, tenants, and fellow employees.
- Read, Review and Plan Check submitted and approved blueprints.
- Effectively verbally communicate with staff, contractors, tenants, and the general public.
- Monitor after hour calls/texts/emails from employee's, other Departments & Tenants in regards with departmental needs

SKILL TO:

- Safely and effectively operate a variety of maintenance and construction equipment, tools, and materials; operate an office computer and applicable software.
- Operate an office computer and applicable software.

EXPERIENCE, EDUCATION LICENSES, AND CERTIFICATIONS:

- Any combination of experience and education equivalent to a high school diploma and five years' experience in the field of property/facility maintenance with emphasis on commercial properties.
- A working knowledge of commercial building electrical, plumbing, construction, and other trades including an understanding of the City of Ventura's building permitting process.
- A Building Inspection or Construction Inspection Certificate is highly desirable.
- A minimum of two years' experience in leading a team of staff with budgetary responsibility.
- Experience with contract responsibility is highly desirable.
- Valid Class C driver's license.
- The ability to communicate in both English and Spanish is highly desirable.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The person in this position works both in an office environment and out-of-doors. Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold with extreme sun exposure. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic and marine conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This position description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the position entails.