



**VENTURA  
PORT DISTRICT**

*Established 1952*

May 16, 2022

Dear Applicant,

The Ventura Port District, an equal opportunity employer committed to providing a workplace free from discrimination and promoting equity, diversity, and inclusion, is advertising to fill the position of Lead Worker. The Lead Worker position is a member of the District's Maintenance Department.

If you are interested in being considered for this job, please return the attached application by Monday, June 13, 2022, by 5:00 PM by email to [jrauch@venturaharbor.com](mailto: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. The most highly qualified applicants will be invited to an interview. It is extremely important that you complete the application fully and that you sign the application. Omissions and statements such as "see resume" are not acceptable.

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. We will also comply with any ADA requirements.

A job description for this position is attached. The salary range is \$4,195 to \$7,000 per month. This position is non-exempt.

Thank you for applying to the Ventura Port District.

Sincerely,



Brian D. Pendleton  
General Manager

**JOB TITLE: LEAD WORKER**

**REPORTS TO: Maintenance Supervisor**

**FLSA:** Hourly – Non-Exempt

**JOB SCOPE:**

The Lead Worker is a supervisory position within the Maintenance Worker series. Employees within this class are distinguished from other Maintenance Workers by the performance of both a full range of maintenance duties as assigned as well as providing supervisory responsibilities for Maintenance Workers as well as assists the Maintenance Supervisor in planning, prioritizing, organizing maintenance tasks.

Under minimal supervision, the Lead Worker will regularly carry out a wide range of general maintenance and repair work for the District, including installation and general maintenance of electrical, mechanical, HVAC, plumbing and communication systems. In addition, the Lead Worker will work with the Maintenance Supervisor to determine staff assignments and to provide leadership, training, and mentorship of assigned staff. The lead worker assumes responsibility for completing assigned tasks and demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties. Performs other related duties as required.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Maintenance Supervisor. Provides technical and functional supervision over assigned maintenance staff.

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

- Leads a crew and performs skilled and semi-skilled tasks for the facilities department.
- On behalf of the District, inspects and oversees the performance of tasks covered under the District's City Maintenance Permit through an active I1 - California Commercial Building Inspector certification (or equivalent).
- Works with new tenants on utility and metering needs and responds to services demands.
- Works with outside contractors on installations, maintenance, and construction.
- Performs 12v/120v electrical system repairs and installations on Harbor Patrol boats; installs electronic equipment and light bars in District vehicles and vessels.
- Investigates complaints of equipment malfunctions; troubleshoots, adjusts, repairs, or removes and replaces defective equipment; makes field or shop repairs.
- Provides recommendations on maintenance/repair/replacements to District assets to the Maintenance Supervisor and Facilities Manager.
- Provides leadership and training to Maintenance Workers, Landscapers, and Custodians in the interest of developing their skills.

**ADDITIONAL JOB DUTIES:**

- Performs other maintenance and construction duties as may be assigned by the Maintenance Supervisor.
- Conducts building and maintenance inspections of Port District property. Evaluates structures damaged by natural disasters (fire, earthquakes, flooding) to ascertain stability and safety hazards.

- Confers with staff (in and out of the Maintenance Department) and the general public in the field and office. Provides information and guidance to staff and contractors serving the District.
- Keeps records and prepares clear and concise correction notices and correspondence related to field inspections to Maintenance Supervisor.
- Provides training and instruction to Maintenance Workers, Landscapers, and Custodians.
- Performs other duties as may be assigned by the Maintenance Supervisor and Facilities Manager.
- Makes recommendation to the Maintenance Supervisor as to changes needed to improve programs and procedures.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**KNOWLEDGE OF:**

- Standard practices, methods, tools, and materials of: electrical systems, mechanical and plumbing design, construction, maintenance and repair.
- Operational characteristics of standard repair and maintenance tools and equipment.
- Operation of basic test equipment.
- Marine electrical and mechanical systems.
- Methods and techniques of scheduling work assignments.
- Methods and techniques for record keeping.
- Occupational hazards and standard safety practices.
- Experience in Microsoft Office products.

**ABILITY TO:**

- Perform skilled maintenance work for all District facilities.
- Provide instructions, supervision, and lead a crew in the performance of maintenance work for all District facilities.
- Safely work with hand tools and testing equipment characteristic of the trade.
- Repair and install a variety of electronic/mechanical/plumbing equipment and systems.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Prepare simple reports.
- Perform heavy manual labor.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Establish and maintain effective working relationships.
- Incumbent may be required to work stand-by on rotational basis and report to work on a callback basis as needed within a designated time frame. Standby assignment is at the discretion of Management.

**SKILL TO:**

- Safely and effectively operate a variety of maintenance equipment, tools, hand tools and materials.

**EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:**

- Any combination of experience and education equivalent to ten years work experience in Facilities Maintenance including at least three years in Commercial Facilities Maintenance.
- Valid Class C driver’s license.
- Skill in operating shop tools.
- Experience equivalent to a “Journeyman” in one or more of electrical, mechanical, plumbing or carpentry is highly desirable.
- Possession of: *Combination Building Inspector Certificate or Commercial Building Inspector Certification*, from the International Conference of Building Officials (CBO) or International Code Council (ICC) or equivalent is highly desirable.
- Experience in working in the marine environment and/or with vessels is desirable.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The person in this position works both indoors 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. The incumbent may be exposed to mechanical and electrical hazards. 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, and often work with constant interruptions.

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

**This class 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 class entails.**