



February 14 , 2024

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Maintenance Worker 1. The Maintenance Worker 1 position is a member of the District's Maintenance Department.

If you are interested in this position, please return the attached application by email to irauch@venturaharbor.com or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. The Ventura Port District will be accepting applications till 5:00 PM March 31, 2024, or till the position is filled. 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. This position is anticipated to work weekend and/or evening hours. The salary range is \$3,225 to \$4,935 per month. This position is Non-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

JOB TITLE: MAINTENANCE WORKER I

FLSA: Hourly—Non-Exempt

JOB SCOPE:

Under immediate supervision, performs semi-skilled maintenance work in the Harbor including repair of buildings, modifications for tenant improvements, grounds keeping and landscaping, and custodial duties; performs related duties as required.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Maintenance Supervisor. Incumbents do not routinely exercise supervision.

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

Building Maintenance and Modifications for Tenant Improvements

- Performs rough carpentry, plumbing or cement work as skill level permits.
- Paints interior and exterior surfaces using drop cloths, masking materials, hand brushes, paint rollers and paint sprayer equipment.
- Hangs dry wall and repairs carpets.
- Removes graffiti.
- Assists skilled plumber or electrician.

Grounds Keeping and Landscaping

- Assists landscaper.
- Mows, trims and weeds landscaped areas.
- Operates small equipment.

Custodial

- Performs custodial duties, restrooms, including but not limited to cleaning floors, sinks, water closets, urinals, and emptying trash receptacles.
- Cleaning restrooms may include facilities that have been intentionally vandalized with feces.
- Stocks restrooms and buildings with janitorial products.

ADDITIONAL JOB DUTIES:

- Washes assigned vehicle.
- Observes and reports violations.
- Performs other maintenance duties as may be assigned by the Maintenance Supervisor.

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

KNOWLEDGE OF:

- Tools, materials, methods and terminology used in building maintenance work.
- Painting methods and techniques, equipment, and various types of paints typically used on building and marine surfaces.
- Common hand tools and their uses.
- Common landscaping and gardening tools, equipment and maintenance methods.
- Custodial cleaning practices and techniques.
- Safe work practices.

ABILITY TO:

- Perform unskilled and semi-skilled work in a variety of construction, building, landscape and facility maintenance work.
- Work independently or with a work crew.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with others.
- Work safely including wearing protective eye wear and mask as appropriate.

SKILL TO:

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

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:

- Valid Class C drivers license

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, uneven, and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. Work is performed in a marine environment and incumbents are frequently required to work from boats or at heights above water. The position also requires both near and far vision when performing work and operating assigned equipment and marine vessels. The ability 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 incumbent may be required to wear protective gear including safety glasses and various protective masks, use chemicals, which may expose the employee to paint fumes, grinding dust, and air contaminants. The incumbent is also required to climb ladders, use power and noise producing tools and equipment, motorized vehicles, and heavy equipment.

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.