



May 31, 2024

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Maintenance Worker II. The Maintenance Worker II 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](mailto: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 June 30, 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 and **submitted** 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 \$3,867 to \$5,921 per month. This position is Non-Exempt.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian D. Pendleton". The signature is stylized and somewhat abstract, with overlapping loops and a long horizontal stroke at the end.

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](http://www.venturaharbor.com)

**JOB TITLE: MAINTENANCE WORKER II**

**FLSA:** Hourly—Non-Exempt

**JOB SCOPE:**

Under general supervision, performs the more complex skilled maintenance work in the Harbor including repair of buildings, modifications for tenant improvements, grounds keeping and landscaping, and custodial duties; performs the full range of Maintenance Worker duties; performs related duties as required.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general 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 construction work such as: carpentry, installing doors and windows, dry wall, cement work and other items as skill level permits.
- Installs and maintains commercial plumbing fixtures and lines, including plumbing tasks such as cleaning and repairing lines as needed.
- Must have knowledge of AC/DC electrical circuitry, troubleshooting, and basic repairs.
- Paints interior and exterior surfaces using drop cloths, masking materials, hand brushes, paint rollers and paint sprayer equipment.
- Removes graffiti.
- Performs electrical and plumbing work at a skilled level.

**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:**

- Maintains assigned vehicle and equipment.
- Observes and reports safety concerns and submits work requests as needed.
- Orders supplies and other materials as needed or directed by the Supervisor.
- Performs other maintenance duties as may be assigned by the Maintenance Supervisor or Management.

**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, plumbing, electrical and construction.
- Painting methods and techniques, equipment, and various types of paints typically used on building and marine surfaces.
- Common hand and power tools and their uses.
- Common landscaping and gardening tools, equipment and maintenance methods.
- Custodial cleaning practices and techniques.
- Safe work practices.

**ABILITY TO:**

- Perform skilled work in a variety of construction, building, landscape and facility maintenance work.
- Work independently or with a work crew.
- Learn to use CMMS software including computer email client.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with others.
- Work safely including wearing all personal protective safety equipment.

**SKILL TO:**

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

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

- Any combination of experience and education equivalent to one year as a Maintenance Worker I.
- 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 accommodation.

**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.**