



January 23, 2025

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Maintenance Technician I. The Maintenance Technician I 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 jrauch@venturaharbor.com or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. The Ventura Port District will be accepting applications until 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 \$4,629 - \$7,082/month plus benefits. 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 with overlapping loops and a long horizontal stroke at the end.

Brian D. Pendleton
General Manager

**VENTURA PORT DISTRICT
FULL-TIME MAINTENANCE TECHNICIAN I**

DEPARTMENT: Maintenance

FLSA: Hourly – Non-Exempt

OPENING DATE: January 23, 2025

REPORTS TO: Maintenance Supervisor

LOCATION: Ventura, CA – In Person

SALARY: \$4,629-\$7,082/month

CLOSING DATE: Until Filled

JOB SCOPE:

Under general supervision, performs skilled tasks in the maintenance, replacement, and repair of the District's building and facility equipment. Designs, installs, and maintains electrical, mechanical, HVAC, plumbing and communication systems. Assumes responsibility for assigned tasks. Demonstrates a good understanding of all applicable policies, procedures, and work methods associated with assigned duties. Performs other related duties as required. Inspects routine and complex structures, including repairs, alterations and building systems at various stages of construction for compliance with the building, plumbing, electrical and mechanical codes and California State energy and accessibility laws. Reads and interprets building plans and specifications as necessary.

DISTINGUISHING CHARACTERISTICS

Maintenance Tech I (MTI) is experienced and has developed skills in maintenance and repair work. MTI has strong attention to detail and ability to follow instruction. The MTI must demonstrate professionalism and ethical behavior while on duty. Must be able to lift heavy objects, work in various weather conditions (rain and wind) and perform repetitive tasks. MTI shall provide guidance and mentorship to lower-level departmental employees providing a progression of growth within the department.

ESSENTIAL FUNCTIONS

Maintenance Activities

- Performs skilled and semi-skilled tasks for the facilities department consisting of electrical, mechanical, HVAC, plumbing and construction.
- On behalf of the District, inspects and performs the performance of tasks covered under the District's City Maintenance Permit through an active I1 - California Commercial Building Inspector certification (or equivalent).
- Installs, repairs and maintains street lighting fixtures, lights, lighting and electronic key card systems for District facilities and the Harbor Village.
- Maintains other equipment, including HVAC systems, 2-ton fish hoists, pumps, and other high voltage equipment.
- Works with new tenants on utility and metering needs and responds to service demands.
- Performs utility (including electrical, plumbing, gas, and HVAC) and communications systems for construction projects; works with outside contractors on installations and construction.
- Performs 12v/120v electrical system repairs and installations on Harbor Patrol boats; installs electronic equipment and accessories in District vehicles and vessels.
- Uses mechanical boom trucks lift to make aerial repairs and to replace District tower lights and other facility maintenance issues.
- Investigates complaints of equipment malfunctions; troubleshoots, adjusts, repairs, or removes and replaces defective equipment; makes field or shop repairs.

Additional Job Duties:

- Performs other maintenance and construction duties as may be assigned by the Maintenance Supervisor such as: overseeing outside contractors, operating heavy equipment, or performing other construction/maintenance tasks such as carpentry, masonry, and/or HVAC repair.
- Makes field inspections of industrial, commercial and residential buildings during various stages of construction, repair and remodeling to assure compliance with applicable codes and regulations of the City, County, State and Federal agencies. Makes preliminary review of blueprint plans and specifications, assures proper and safe installation of routine and complex building systems.
- Conducts building and maintenance inspections of Port District property. Evaluates structures damaged by natural disasters (fire, earthquakes, flooding) to ascertain stability and safety hazards.
- Coordinates inspection activities with other departments, providing technical advice when necessary.
- Investigates tenant complaints, as assigned.
- Confers with staff, architects, contractors, builders and the general public in the field and office. Assists in the checking of building plans and 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. And performs related duties assigned by management.
- Perform other duties as may be assigned by the Maintenance Supervisor and Facilities Manager.
- Provides support to the Capital Projects Manager, as assigned.
- Makes recommendation to the supervisor as to changes needed to improve programs and procedures.
- Provides technical guidance and functional mentorship over assigned maintenance staff.

QUALIFICATION GUIDELINES***Knowledge of:***

- Standard practices, methods, tools, and materials of one more of: electrical systems, mechanical and plumbing design, construction, maintenance and repair.
- Basic electronics and electronic test equipment (CMM/process meters, meggers, amprobes, etc.)
- Marine electrical and mechanical systems
- Methods and techniques of scheduling work assignments.
- Methods and techniques for record keeping and report preparation.
- Occupational hazards and standard safety practices.
- Operational characteristics of standard repair and maintenance tools and equipment.
- Experience in Microsoft Office products.

Ability to:

- Perform skilled maintenance work for all District facilities.
- Read and comprehend blueprints and schematic diagrams of electrical, mechanical and plumbing.
- Safely work with hand tools, power tools and testing equipment characteristic of the trade.
- Analyze and test electronic equipment and systems.
- 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, oral, and CMMS (computer maintenance management systems) instructions.
- Observe safety principles and work in a safe manner.
- Establish and maintain effective working relationships.

Skill to:

- Safely and effectively operate a variety of maintenance equipment, tools, and materials; hand tools used in high voltage electrical and standard electrical repair.
- Operate a crane/boom truck or other heavy equipment. Must accomplish yearly JPIA aerial lift safety course

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS

- Valid Class C driver's license.
- Any combination of experience, education, or certification equivalent to a "Journeyman" in one or more of electrical, mechanical, plumbing or carpentry (including no less than 5 years' work experience in Facilities Maintenance) .
- 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.
- Valid Class C driver's license.
- Skill in operating motorized equipment (boom truck, hoist, etc).
- Skill in operating machine shop equipment (lathe, shaper, drill press, mill, pipe threading machine, electric conduit bender, etc.).
- 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.