



January 23, 2025

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Maintenance Worker I. The Maintenance Worker 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 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 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 \$3,322 to \$5,083/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 and somewhat abstract, with overlapping loops and a clear start and end point.

Brian D. Pendleton
General Manager

VENTURA PORT DISTRICT FULL-TIME MAINTENANCE WORKER I

DEPARTMENT: Maintenance

LOCATION: Ventura, CA – In Person

FLSA: Hourly – Non-Exempt

SALARY: \$3,322 – \$5,083/month

OPENING DATE: January 23, 2025

CLOSING DATE: Until Filled

REPORTS TO: Maintenance Supervisor

JOB SCOPE

An entry-level position responsible for performing routine maintenance, repair, and cleaning tasks to support the functionality and appearance of facilities, equipment, and grounds. Under close supervision, this role involves executing basic maintenance activities and assisting more experienced staff with complex repairs or projects. This position serves as an opportunity to gain hands-on experience and grow into more advanced maintenance roles.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I (MWI) is willing to learn and develop skills in maintenance and repair work. MWI has strong attention to detail and ability to follow instructions. The MWI 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. Familiarity with basic facility repairs is essential.

ESSENTIAL FUNCTIONS

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.
- Repairs dry wall.
- Removes graffiti.
- Assists skilled workers in plumbing, electrical and dock repairs.

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.
- Operates small portable and heated towable trailered pressure washers.
- Performs other maintenance duties as may be assigned by the Maintenance Supervisor.

QUALIFICATION GUIDELINES

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 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 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, written, and CMMS (computer maintenance management system) instructions.
- Establish and maintain cooperative working relationships with others.
- Work safely including wearing PPE (personal protective equipment) as appropriate.

Skill to:

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

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS

- Valid Class C driver's 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.