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HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

- Join the dynamic team at the Harbor District.
- Interface with the public and dive into a diverse array of tasks supporting Harbor District programs and projects.
- Work with Harbor District staff to ensure a productive maintenance department work environment.

Compensation:

Includes full-time salary compensation \$65,000-\$85,000 (depending on experience).

Plus benefits: medical, dental, vision, and life insurance; sick leave, paid holidays, CalPERS retirement; and 457 Plan participation.

**Please submit letter of interest and resume by
Friday, June 21, 2019 at 5 p.m.**

Position information is available at www.humboldt-bay.org/jobs.

To apply, please send resume and letter of interest to jtollerson@humboldt-bay.org or by mail to 601 Startare Drive, Eureka, CA 95501.

DIRECTOR OF FACILITY MAINTENANCE

Definition of Duties:

Under the direction of the Chief Executive Officer, the Director of Facility Maintenance oversees the Harbor District's maintenance staff, Harbor District vehicles and vessels and maintenance of all Harbor District facilities including Woodley Island Marina; Fields Landing Boat Yard; Redwood Dock Marine Terminal; Gerald Hansen Wildlife Area; King Salmon Beach; Park Street Mitigation Area and all other projects and properties under Harbor District management. The Director of Facility Maintenance is a full-time, permanent, unclassified, management position.

Examples of Duties:

- Directs personnel in the Maintenance Department including Harbor Maintenance Worker 1; Harbor Maintenance Worker 2; Custodian/Groundskeepers; SWAT; CA Conservation Corps and other personnel assigned to the Maintenance Department. Personnel duties include employee oversight, hiring, evaluation, termination, staff professional development and scheduling work and coordinating vacations.
- Conducts and records weekly safety training in accordance with Harbor District policies.
- Keeps MSDS documentation up to date and maintains MSDS documentation files in Harbor District Office; Maintenance Office; Fields Landing Boat Yard; Redwood Dock Marine Terminal and other appropriate locations.
- Develops draft bid specifications as directed for Harbor District projects and purchases in accordance with the provisions of the CA Harbor and Navigation Code, Appendix II for review by District CEO; District Counsel and District Engineer. Participates in bid review and functions as construction inspector and/or construction inspector liaison.
- Develops annual budget for maintenance activities and facilities.
- Develops monthly maintenance reports for distribution to the Board of Commissioners.
- Schedules all Harbor District operation and maintenance activities for efficient use of personnel and materials in complying with policies and priorities of CEO and Board of Commissioners.
- Works closely with the Harbor District's Conservation Specialist in operation and maintenance activities related to Harbor District tidelands, wetlands or wildlife areas.
- Complies with all other duties as assigned by CEO.

Desirable Qualifications

The Harbor District Director of Facility Maintenance must have the following skills, training and experience:

Education/Experience:

- Five (5) years supervisory experience in maintenance related activity
 - Or
- Three (3) years supervisory experience in a maintenance related activity and a college degree in construction supervision, construction management or related field.
- Computer proficiency in Microsoft Word, Excel, Outlook and internet applications.
- Three years experience in boat handling and maintenance.
- Certificate from the USCG Auxiliary, United States Power Squadrons or comparable training in safe boating.
- Three years experience in vehicle maintenance programs, welding, electrical, HVAC, plumbing, carpentry and mechanical work.
- HAZOPPER 40 Hour Certification

Ability to:

- Work with the public, elected officials and engineers
- Communicate clearly and concisely, both orally and in writing.
- Operate small tools and heavy equipment
- Read and understand schematic drawings and blueprints
- Read, write and communicate technical information
- Work outdoors in cold and wet conditions and during hours of daylight and darkness.
- Possess sufficient strength and stamina to lift and carry objects weighing up to 70 lbs., pull and drag 100 lbs. and perform sustained heavy physical labor.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.
- Work independently in the absence of supervision.
- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Perform heavy manual labor.
- Follow both written and oral directions.
- Pass pre-employment physical