

HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT INVITES APPLICATIONS FOR THE POSITION OF

FACILITIES COORDINATOR



**Humboldt Bay Harbor District
Woodley Island Marina
601 Startare Drive
Eureka, CA 95501
(707) 443-0801**



The tidelands, bays, and estuaries of Humboldt County have unique and diverse management needs. The Humboldt Bay Harbor, Recreation and Conservation District was created in 1973 to address these needs. The District oversees planned development of the harbors and ports within the District, as well as protection of the natural resources located here. It is a countywide agency with permit jurisdiction over all tide, submerged and other lands granted to the District, including all of Humboldt Bay.

One of California's most pristine estuarine environments, Humboldt Bay is the second-largest natural bay in the state. It presents a wide variety of unique habitats—such as open water, shallow water, mud and sand flats, salt marshes and ponds, agricultural lands, sand beaches, islands, and woody riparian vegetation. The Harbor District owns and operates a 240-slip marina, two marine terminals; a boat yard, Fisherman's Channel, boat storage and launch services, several hundred acres of coastal dependent industrial lands, over 200,000 sqft of buildings, and manages tidelands for the State of California.

District operations focus on three primary areas: commercial use, recreational use, and conservation. These operations are managed by a staff of employees and are governed by an elected board of commissioners.

Woodley Island Marina



Visit us at www.humboldtby.org



Shelter Cove

This is a middle-management position responsible for work control functions and support related to the safe and efficient operation of facilities operated by the District, which include on-water and upland facilities, industrial and recreation facilities, and emergency services activities. Daily tasks include performing technical and administrative duties in support of our tenants, facility maintenance, construction projects, and all other facility support activities.



Our facilities are diverse and include:

- ◇ Marina slips with electric, water, & bilge systems.
- ◇ Aging wood pile shipping docks
- ◇ Salt and freshwater pumps
- ◇ Vessels, vehicles, travel lift, forklifts, hoists, and other equipment.
- ◇ Office, restaurant, warehouse, restrooms, and a wide variety of other buildings and structures.

Compensation:

Facilities Coordinator \$66,645 - \$82,480

Benefits:

- ◇ Medical, Dental, Vision, Life insurance
- ◇ Vacation and Sick Leave
- ◇ 11 Paid Holidays
- ◇ 2 Personal Days
- ◇ 5 Management Days
- ◇ 457 Plan participation
- ◇ CalPERS Retirement Program Enrollment



Selection Process:

Candidates should complete an application available at www.humboldt.org/jobs, or submit a cover letter and resume to mhiley@humboldt.org. This position is open until filled.

Candidates requiring special assistance in any phase of the application or selection process should contact the Harbor District at (707) 443-0801

Facilities Coordinator II/III

Job Description

The Facilities Coordinator II/III is a management position and is responsible for work control functions and support related to the safe and efficient operation of facilities operated by the District, which include on-water and upland facilities, industrial and recreational facilities, and emergency services activities. Daily tasks include performing technical and administrative duties in support of our tenants, facility maintenance, construction projects, and all other facility support activities.

Job Duties

- Coordinate workflow, including planning and coordinating manpower, all facility maintenance activities, material, and equipment acquisition, and routinely solve moderately complex technical problems
- Act as a primary point of contact between facility management, service providers, and tenants on day-to-day service needs for all District facilities
- Supervise the facilities team both on-site and in the field
- Coordinate and schedule all facility maintenance activities to meet programmatic requirements
- Provide oversight of emergency services, including oil spill prevention and response, hazardous materials management, and vessel response services
- Coordinate and prioritize multiple concurrent tasks associated with facility-related activities,
- Oversee the procurement, installation, modification, and repair of all facilities improvements
- Conduct facility assessments and inspections for maintenance and risk management needs
- Monitor and respond to facility alarms and emergencies during normal and after-business hours
- Update key plans, report new equipment installation by location, and provide warranty and operation manual information to users and on shared data drive
- Read, update, and catalog technical studies by location and activity
- Prepare and manage annual facilities maintenance budget
- Perform other duties as assigned

Qualifications

- Ability to secure and maintain a U.S. Transportation Workers Identification Card
- Completion of Hazwoper 40 and recurring 8-hour annual refresher

- Associate degree in a technical field or equivalent combination of education and experience, with related experience in the field of facility management.
- Intermediate knowledge of building and utility systems in office, industrial, and marine facilities.
- Working knowledge of industry safety practices and an Injury and Illness Prevention Program
- Experience solving moderately complex technical problems and ability to make decisions, when necessary, with the assistance of established guidelines, techniques, and procedures
- Proficient with computers and standard software such as Microsoft Word, Excel, PowerPoint, Outlook, and web browsers.
- Proficient verbal and written communication skills to communicate effectively and respectfully with co-workers, tenants, and outside agencies and organizations
- Proven interest and ability to acquire new knowledge and skills independently and proactively.

Additional Qualifications for Level III

- Significant experience in facility operational management including leasing plan development and implementation
- Demonstrated proficiency in lease administration, accounting, and collection practices
- Fundamental understanding of the development and implementation of a Capital Improvement Program
- High-level knowledge of building operation and utility systems in office, industrial, and on-water facilities
- Experience reading and interpreting construction plans and utility technical drawings
- High-level knowledge of safety and security practices with a specialized emphasis on hazard-related facilities
- 5 or more years of experience in facility permitting and municipal compliance
- Immense experience initiating and coordinating work orders and diagnosis of maintenance and repair needs
- Significant experience developing recurring and preventive maintenance programs