



# WE ARE NOW HIRING!

## MAINTENANCE MANAGER

### HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

- Join the dynamic team at the Harbor District.
- Responsible for managing the District's maintenance staff.
- Ensures that District facilities meets the needs of the diverse usage groups and activities.

#### Compensation:

Includes full-time salary compensation \$54,000-\$70,000 (depending on experience).

Plus benefits: Medical, Dental, Vision and Life Insurance; Vacation, Sick Leave, Paid Holidays, CalPERS Retirement; and 457 Plan Participation.

**Please submit letter of interest and resume by  
Monday, September 20, 2021 at 5 p.m.**

Position information is available at [www.humboldtbay.org/jobs](http://www.humboldtbay.org/jobs).

To apply, please send resume and letter of interest to [districtplanner@humboldtbay.org](mailto:districtplanner@humboldtbay.org) or by mail to  
601 Startare Drive, Eureka, CA 95501.

## **MAINTENANCE MANAGER**

### **Job Description (8-25-21)**

#### **DEFINITION OF DUTIES:**

Under the direct or general supervision of the Director of Facilities and Operations, performs a variety of professional and complex activities as they relate to the maintenance of the Harbor District's land and water facilities, vessels, vehicles, and equipment. The Maintenance Manager directly manages the District's maintenance staff and works with commercial fisherman, recreational boaters, the aquaculture and maritime industry, and others tenants and customers to ensure that District facilities meet their needs. The Maintenance Manager is a full-time, permanent, unclassified, mid management position.

#### **EXAMPLES OF DUTIES:** duties may include, but are not limited to the following:

- Manages and trains maintenance staff on current laws, regulations, procedures, and best management practices and establishes a team workplace environment.
- Coordinate all preventive and recurring facilities maintenance including buildings, infrastructure, lands, and docks, both off and on water.
- Set work schedules for all Harbor Maintenance Workers and related activities
- Establish and implement maintenance schedules for all District owned facilities, vessels, vehicles, and equipment.
- Provide oversight of diagnosis, trouble shooting and repair of electrical, mechanical, HVAC, plumbing, waste management, docks, piers, grounds and building repairs.
- Perform site and field inspections with contractors and maintenance staff.
- Coordinates the activities of SWAT, CA Conservation Corps, and other contractors.
- Interact and communicates with Senior Management, vendors, contractors, and consultants.
- Coordinate materials orders to ensure that facilities are supplied, and jobs are implemented within budget and on time.  
Update and maintain; and proactively train and direct safety procedures outlined in the District's Injury & Illness Prevention Plan.
- Answer tenant calls and respond promptly to their needs or concerns.
- Assist in the preparation of maintenance budgets and job costs.
- Participate in maintenance staff's annual performance appraisals
- Attends meetings in the office, field, and out of the Humboldt Bay and Shelter Cove area.
- Determines property improvement needs and assists the Director of Facilities and Operations with the preparation of construction specifications, project management, and implementation.
- Conducts work progress inspections; prepares requests for payments to contractors as needed.
- Assists in emergency response as directed.
- Performs other duties as assigned.

## **REQUIREMENTS:**

- Must possess a valid California Driver License.
- Must be proficient in the use of general office equipment, computer programs such as Microsoft Word, Excel, Outlook and internet applications.
- Must possess customer service skills with knowledge in customer service management, methods, and techniques, and treat all individuals with courtesy, dignity, and respect.
- Ability to communicate well both verbally and in writing with internal and external staff, consultants, agencies, customers, and the public.
- Possess strong organizational and problem-solving skills.
- Possess a valid California Boater Card within six months of employment.
- Possess valid basic First Aid and CPR certification within six months of employment.
- Obtain a Transportation Worker Identification Credential within six months of employment.
- Ability and skills required to tie-up and handle boats.
- Must be willing to work nights, weekends, standby, on-call, and overtime as necessary.
- Pass a pre-employment physical and random drug testing.
- HAZWOPER 40-Hour Certification

## **ABILITY TO:**

- Work with the public, employees, consultants, peers and Senior Management.
- Communicate clearly and concisely, both orally and in writing.
- Complete construction and maintenance related math calculations.
- Operate small tools and heavy equipment.
- Follow both written and oral directions.
- Interpret schematic drawings and blueprints.
- Read, write, and communicate technical information.
- Work outside in cold and wet conditions, during hours of daylight and darkness
- Possess strength and stamina to lift and carry objects weighing up to 70 lbs., pull or drag 100 lbs.

## **EDUCATION AND EXPERIENCE:**

- Three (3) years of increasingly responsible experience in supervising facility maintenance, or
- Five (5) years technical experience - vehicle, marine, & equipment maintenance, or
- 5 years trade experience - plumbing, mechanical, electrical, and carpentry.

## **NOT REQUIRED, BUT DESIREABLE QUALIFICATIONS:**

- Possess a valid US Coast Guard Operator of Uninspected Passenger Vessel (six – pack or charter boat captain’s license).

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



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.humboldtbay.org](http://www.humboldtbay.org)



Shelter Cove

**Ideal Candidate:**

The Harbor District is own a wide variety of properties that are aging and in need of maintenance and repair. The Maintenance Manager will directly manage a small team of Harbor Maintenance Workers. Our facilities are subject to salt water and the harsh coastal climate often results in accelerated maintenance issues and concerns.



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:**

Maintenance Manager \$54,165 - \$70,000

Resolution 2021-12 established incentive salary increase for meeting development milestones:

**Benefits:**

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



**Selection Process:**

Candidates should complete application available at [www.humboldt.org](http://www.humboldt.org), submit a cover letter, resume, and answer the questionnaire. **Completed application materials must be submitted to [districtplanner@humboldt.org](mailto:districtplanner@humboldt.org) by September 20, 2021.**

Candidates requiring special assistance in any phase of the application or selection process should contact the Harbor District at: [DistrictPlanner@humboldt.org](mailto:DistrictPlanner@humboldt.org)

Applications will be reviewed in detail to identify the most qualified candidates to interview. Those selected will be notified for interviews in **late September**. To be considered for this opportunity, candidates should complete an online application which thoroughly details their experience and qualification that makes them the ideal candidate for this position.