



## **CAMBRIA COMMUNITY SERVICES DISTRICT**

### **POSITION SPECIFICATION**

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| <b>Position</b>     | Maintenance Technician                                     |
| <b>Organization</b> | Cambria Community Services District                        |
| <b>Location</b>     | Cambria, California  |
| <b>Reports to</b>   | Facilities & Resources Supervisor                          |
| <b>Website</b>      | <a href="http://www.cambriacsd.org">www.cambriacsd.org</a> |

#### **ABOUT THE DISTRICT**

The Cambria Community Services District, formerly named the Cambria Water District, which was formed in 1967. Cambria Water District provided sewer services to the community. In 1976, the Cambria Community Services District (CCSD) was formed. This facilitated the expansion of CCSD services to include water, wastewater, fire protection, lighting, refuse, and Parks, Recreation, and Open Space. The CCSD is governed by a five-member board of directors elected by Cambria voters for four-year overlapping terms.

A special district is a very basic form of local government, special to the state of California. There are approximately 3,400 independent special districts in California. When residents or landowners want new services or higher levels of existing services, they can form a special district to pay for and administer them.

The CCSD is primarily funded by utility fees augmented by a small amount of property tax revenue. Today, there are three independent special districts in Cambria: The Cambria Community Services District, Cambria Healthcare District, and Cambria Cemetery District.

#### **ABOUT CAMBRIA**

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking and a sense of community.

#### **DEFINITION**

Under general supervision, performs a variety of building, facilities, landscape, parks, trails and open space maintenance and related activities on CCSD properties and facilities. Performs physically demanding tasks indoors and outdoors, in a variety of weather conditions, and operates tools, equipment and vehicles. Performs other related duties throughout the District.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Maintenance Technician will:

- Responsible for daily routine and special maintenance and upkeep of the Veteran's Memorial Building
- Provide general assistance to users of the Veteran's Memorial Building; coordinate scheduling with CCSD staff and conduct walk-through inspections as necessary
- Perform custodial and maintenance duties on a scheduled basis, outside normal business hours, for the CCSD Administrative Offices
- Performs daily cleaning and maintenance of public restrooms
- Empties public trash and recycling containers
- Unlocks and locks public restrooms and other public buildings according to usage patterns
- Maintains, plants, shrubs, lawns and other landscaping at public buildings and facilities
- Prepares meeting rooms for specific CCSD or public uses
- Sets up and maintains audio-visual equipment
- Cleans and maintains kitchen facilities
- Performs minor plumbing, electrical, landscape and carpentry work
- Performs a variety of maintenance duties, as assigned, at CCSD buildings and facilities
- Performs a variety of construction and maintenance tasks at CCSD parks and open space facilities, including vegetation management, brush removal, tree trimming and removal, trail maintenance and construction, erosion control, habitat restoration, and related duties
- May be assigned to assist CCSD Utility Department (Water and Wastewater) personnel in performing general maintenance duties
- Operates and maintains a variety of power tools, hand tools, and similar equipment.
- Operates motor vehicles while on duty
- Works a variety of schedules and hours, depending on CCSD needs
- Maintains effective working relationships with CCSD employees, supervisors, management, Board members, and the public

### **MINIMUM QUALIFICATIONS**

- Willing to work nights, weekends and holidays, depending on the assigned schedule. May be required to work a split shift
- Able to work with a minimum of supervision
- Able to perform a variety of physically demanding tasks, including lifting and carrying objects in excess of 50 pounds, as needed
- Able to operate a variety of hand tools, power tools and construction/maintenance equipment
- Knowledge of basic facilities and buildings custodial and maintenance practices.
- Knowledge of basic electrical, plumbing, landscape and electrical maintenance activities
- Ability to climb a ladder and perform duties in confined spaces
- Ability to read and understand basic maintenance manuals and procedures.
- Equivalent of two years experience in janitorial, general maintenance, construction or related work
- Equivalent to High School graduate or G.E.D.
- Must possess and maintain a valid California class "C" driver's license and maintain a satisfactory DMV record to maintain District insurability