



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Maintenance Technician
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	Facilities & Resources Manager
Website	www.cambriacsd.org

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