

Handyman/Craftsman/Waterways Person Bel Marin Keys Community Services District

The "Jack-of-all-Trades," Handyman, Craftsman, and Waterways ("HCW") reports to and supports the District Manager ("DM") in the day-to-day operations of the BMKCSD waterways and basic maintenance and repair work. BMK is a unique waterfront community serving a population of roughly 2,500 residents/702 homes. The District's customary hours of operation are 9:00am-5:00pm, Monday through Friday; however, the HCW's work period may periodically shift, depending on the needs of the District, Creek level, Tides, and other unexpected occurrences, early morning and late evening hours can be expected from time to time.

The ideal candidate will be a punctual, dedicated, hard-working team player with an understanding of the importance of safe work practices, the ability to provide manual labor as directed, and pride in a job well-done. BMKCSD is a great place to work; interesting, enjoyable and never the same thing twice, or three times.

Required Experience/Background

[We will provide training as to the Waterways aspect of the job.] Qualification may be based on Education, Work Experience or a combination of both, so that it satisfies BMKCSD requirements. The HCW must have good organizational and follow-through skills, and knowledge of basic maintenance (carpentry, plumbing, electrical). The position requires the ability to multitask and be able to work with little supervision and with a strong degree of flexibility to address frequent interruptions from a variety of sources. The position also requires a sense of urgency, the desire to produce in a timely manner, and a good sense of humor.

Major Duties

The HCW will interact with the residents of the District, both in person, and by telephone. You will perform a wide variety of duties that require attention to detail. Some activities require real-time performance of the task.

Specific duties include, but not limited to, the following areas/responsibilities (as needed):

- Assist the DM with District waterway operations
- Perform timely flushings of the lagoon water
- Assist with navigational lock walkthroughs for new residents
- Assist with projects designated by the DM as they pertain to waterway maintenance (buoys clean ups/repairs, water samples)
- Assist the DM with special projects
- Keep DM informed of all actions following request by residents
- Issue and track keys for the locks and boat ramps
- Post on the marquee as required announcing District business to include flushing events,

meeting notice requirements, special events, etc.

- Perform basic carpentry, electrical, plumbing and other construction-related work
- And other duties or tasks as needed by the District

Knowledge, Skills and Abilities

- Communicate clearly and concisely, both orally and in writing
- Work with minimal supervision
- Use independent judgment and discretion
- Experience and skill in using power and manual tools, measuring, cutting, and applying material

Minimum Qualifications

- Experience: Any combination of experience and/or education that is likely to provide the required knowledge and skills necessary to satisfactorily perform all essential duties and responsibilities. Experience with a public agency is highly desirable
- Education: High School or GED equivalent required. An Associate of Arts/Science college degree is preferred
- License: A valid California Class “C” driver’s license is required

Physical Requirements

Employees will be required to perform light to moderate manual labor which may include such tasks as lifting (frequent lifting up to 30 pounds; occasional lifting to 55 pounds) and carrying of materials including, but not limited to signposts, boxes, tools; frequent walking and/or standing, frequent bending, squatting, holding and reaching and working outdoors in all types of local weather conditions.

Minimum Age: 18 years.

Salary/benefits: \$40,000 to \$50,000; QSEHRA Health reimbursement and Retirement

Selection Process

All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process and departmental interview. Meeting the minimum qualifications does not guarantee advancement in the selection process.

Prior to providing a Conditional Offer of Employment, the District will conduct a reference check including but not limited to the verification of employment history and education. After a

Conditional Offer of employment will be made contingent upon successful completion of Live scan Fingerprinting.