



Job Description
Assistant Facilities Manager

Job Summary:

Assists the Facilities Manager (or the Deputy Harbor Master or Harbor Master in the absence of the Facilities Manager) with the supervision of maintenance workers, outside contractors, and others in the performance of maintenance for Harbor facilities. Assists the Facilities Manager with planning facility maintenance and maintenance operations.

Level of Authority:

Manages job responsibilities independently under the supervision of the Facilities Manager. Ensures that applicable Harbor policies, ordinances, governing laws and generally accepted procedures and practices are followed.

Job Duties:

- Assist Facilities Manager in planning facility maintenance and operational programs
- Assist Facilities Manager with managing vendor contracts
- Assist Facilities Manager with monitoring efficiency of facility systems
- Assist Facilities Manager with coordinating site safety programs
- Assist Facilities Manager with scheduling of monthly safety training
- Assist Facilities Manager with maintaining a safe work environment for all employees
- Assist Facilities Manager with addressing all maintenance issues and coordinating schedules
- Assist Facilities Manager with managing and supervising all facilities personnel
- Assist Facilities Manager with creating daily and weekly work goals and objectives for facilities staff
- Assist Facilities Manager with managing maintenance of grounds
- Assist Facilities Manager with negotiating bids, requests for proposals, and contracts with third party workers in compliance with state regulations
- Assist Facilities Manager with preparing operating budgets and reports
- Assist Facilities Manager with preparing cost estimates for maintenance projects including associated equipment rental costs
- Assist Facilities Manager with ensuring that all established Harbor policies and procedures are followed by staff
- Assist Facilities Manager with preparing and filing reports with government and regulatory authorities including environmental permitting

Assistant Facilities Manager Requirements and Qualifications:

- Follows all Harbor Policies and Procedures
- Able to multitask, prioritize, and manage time efficiently
- Goal-oriented, organized team player
- Self-motivated and self-directed

- Accurate and precise attention to detail
- Ability to mentor, motivate and lead facilities team members
- Strong written and verbal communication skills
- Ability to assist team members when help is needed to accomplish goals
- Previous experience in maintenance, construction, heavy equipment operations or related fields
- Ability to physically stand, bend, squat and lift up to thirty pounds
- Demonstrable Computer skills with Microsoft Office Suite
- Must pass a drug screen and criminal background check
- Must have a valid California Drivers License or the ability to acquire a California Drivers License within thirty days of hire

Additional Desired Qualifications;

- California Contractors License and knowledge of contracting systems
- Three or more years of Harbor or Port maintenance experience
- Completed coursework in Marina Maintenance or Management from accredited school or industry association, like Association of Marina Industries (AMI) or an accredited Maritime Academy or College

Working Conditions:

Work is performed both indoors and outdoors, in all weather conditions. This position works on or near water, frequently on uneven, wet and/or slippery surfaces. The Assistant Facilities Manager will be required to wear protective and safety equipment as the situation requires. The position requires work on Harbor facilities and/or roadways, sometimes at night or in inclement weather. Typically, the noise and odor levels in the work environment are moderate; however, there may be exposure to loud noises and foul odors on a daily basis due to marine activity and maintenance and repair activities. While performing the duties of the job, the employee may be required to travel to attend meetings and conferences.

Work Status:

- Assistant Facilities Manager is a full-time exempt position
- Salary range for the position: \$3,834 - \$4,584 monthly
- Benefits include Employer paid health insurance for employee; paid holidays and time-off; Cal Ore Life Flight membership
- The Crescent City Harbor District is a participant in the California Public Employees Retirement System (CALPERS)

Location:

The Crescent City Harbor District is located in Del Norte County. With mountains and forests to the east and south, Del Norte County is home to the Redwood National and State Parks which is a UNESCO World Heritage Site. The western boundary of the county is the Pacific Ocean and the northern border is the State of Oregon. The county population is around 25,000 and with fewer than a dozen stoplights, you never have to worry about traffic jams, except on 4th of July weekend when thousands of visitors flock in to see the fireworks display.