



Facilities Maintenance Worker

Costa Mesa Sanitary District



"Keeping our water environment pollution free."

The Community

Located in the heart of Orange County, California, the Costa Mesa Sanitary District (CMSD) provides sewer and refuse collection services to residents and businesses in the City of Costa Mesa and a small portion of the City of Newport Beach. The “City of Arts” is home to South Coast Plaza (a world-class shopping center), Upper Newport Bay (one of the largest coastal wetlands), along with pristine beaches, the annual Orange County Fair (one of the largest fairs in the United States), hundreds of high-quality dining experiences and a renowned performing arts center; all making this community a premiere destination spot to live, play and visit.

Community assets also include Vanguard University, which was the first four-year college in Orange County and Orange Coast College, with around half of their on-campus students enrolled in one of their Career and Technical Education programs and an enrollment average of about 22,000 students per semester. Costa Mesa offers 29 parks, a municipal golf course, a private golf course, 14 public schools (including a number of California Distinguished Schools), and three libraries. A coastal community, residents and visitors enjoy an average day high temperature of 68 degrees.



The District

The Costa Mesa Sanitary District (CMSD) is a premier independent special district formed in 1944 under the Sanitary District Act of 1923. CMSD is recognized by the California Special Districts Association as a District of Distinction and is considered an industry leader in protecting the environment. In February 2011, the U.S. Green Building Council certified the District's new Corporate Yard a "Platinum" LEED building, the highest certification issued by USGBC. At that point, the District's Yard was only one of fourteen government buildings in the State of California to be Platinum LEED certified.

Serving a population of approximately 118,000, CMSD's boundaries encompass the city of Costa Mesa, small portions of Newport Beach and unincorporated Orange County. As a sanitary district, we are responsible for residential solid waste (trash) collection and its transmittal to recycling facilities for sorting, recycling, and disposal. Additionally, we maintain a wastewater (sewer) collection system that collects and transmits wastewater to Orange County Sanitation District facilities for treatment and disposal. These core responsibilities are accomplished through a combination of public and private services, which include an in-house administrative and wastewater maintenance staff and a privately contracted trash hauler, attorney, and treasurer.

Mission Statement

To protect public health and the environment for current and future generations

Vision Statement

Leading a community that is free from solid waste and wastewater pollution

Our Just Cause

Keeping our water environment pollution free

Our Core Values

- **Balance:** *We value a healthy work and life balance.*
- **Dedication:** *We provide services in a manner that is competent, courteous and responsive.*
- **Fiduciary Responsibility:** *We provide the highest quality of service at fair, equitable and competitive rates.*
- **Integrity:** *We act ethically and honestly.*
- **Professional Development:** *We are continuously learning best practices and implementing advanced technology.*
- **Respect:** *We treat customers, employees and the general public with mutual respect, sensitivity and empathy.*
- **Teamwork:** *We support, trust, value and empower our colleagues.*
- **Transparency:** *We believe in an open government where information and documents are easily accessible to the public.*



The Position

The Facilities Maintenance Worker is an “at-will” single-position classification that performs the full range of duties required to ensure that District facilities and grounds provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other District staff and/or the public, depending upon assignment. This class is distinguished from other maintenance classes in that the latter perform semi-skilled to skilled maintenance work in the installation, construction, maintenance, and repair of the District's wastewater systems, while the duties of this class are more related to the custodial function, including basic and preventative maintenance activities.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial work and basic and preventative building and grounds maintenance.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and minor maintenance of hand and power tools and equipment used in work.
- Basic facility maintenance techniques and materials.
- Basic principles and procedures of record keeping.
- Basic office procedures, methods, and equipment including computers.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.



The Position (continued)

Ability to:

- Safely use and operate a variety of facilities maintenance equipment including hand tools, mechanical equipment, and power tools.
- Clean and care for assigned areas and equipment.
- Troubleshoot and perform basic and preventative electrical, carpentry, plumbing, HVAC, and painting maintenance and repair duties.
- Travel to different sites and locations.
- Monitor and oversee facilities related service and repair.
- Meet and deal tactfully and effectively with the public.
- Read and understand blueprints.
- Maintain basic records.
- Follow District policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate and use modern office equipment including a computer.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be the equivalent to:

A high school diploma or GED and one (1) year of general facility maintenance experience.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment, and satisfactory driving record.



Compensation & Benefits

The compensation for Facilities Maintenance Worker is \$51,947.38 - \$70,128.86 annually. In addition, the District offers a generous benefits package that includes, but is not limited to:

RETIREMENT BENEFIT California Public Employees Retirement System (CalPERS). The monthly retirement allowance is determined by age at retirement, years of service credit and final compensation. Employees with previous public pension service that meet eligibility criteria are enrolled in the 2% at 60 plan, while employees hired on or after January 1, 2013 are enrolled in the 2% at 62 plan. In both plans, employees pay the employee contribution (50% of the Normal Cost) and the District pays the employer contribution (varies).

FLEXIBLE BENEFITS PLAN Up to \$1,380 monthly for the purchase of individual or family health coverage, dental plans, vision coverage, additional life insurance, and other optional benefits based on elected medical plan tier.

WORK SCHEDULE 9/80 alternative work schedule.

INSURANCE PLANS Medical, dental, vision, life insurance, supplemental life insurance, accidental death & dismemberment (AD&D), and long-term disability, and optional Aflac Plans.

CELL PHONE ALLOWANCE – \$479.96 annually.

EMPLOYEE ASSISTANCE PROGRAM Confidential counseling, education and referral on work and life challenges 24 hours a day, seven days a week.

RETIREMENT HEALTH SAVINGS PLAN Employees contribute 1%; District matches 1%.

BILINGUAL PAY \$140 for speaking; \$180 for speaking, reading for certified employees.

DEFERRED COMPENSATION PLAN (457B) Voluntary 457 deferred compensation program. Includes loan option.

TECHNOLOGY LOAN PROGRAM Interest free loan up to \$2,000.

TUITION REIMBURSEMENT PROGRAM Reimbursement of up to \$5,000 per year.

GYM MEMBERSHIP REIMBURSEMENT Up to \$25 per month.

REWARDING IDEAS PROGRAM Rewards ranging from \$100 to \$1,000.

SICK LEAVE 3.70 hours per pay period.

VACATION 92 to 284 hours annually based on years of service with voluntary cash-out option.

HOLIDAYS 12 paid holidays plus 2 floating holidays.

BEREAVEMENT LEAVE Up to 5 days.

More detailed information on the benefits offered can be found in the Employee Handbook beginning on page 57, which is on the District's website under the Human Resources Department.

This recruitment will be open until filled. To submit your application visit:

<https://www.governmentjobs.com/careers/cmsdca>

Or scan the QR code below:

