

# Baker Community Services District

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## Vacancy Announcement

**Position Available: General Manager/Maintenance Mechanic**

**Application Deadline: Friday, May 13, 2022 (Extended)**

**Location: 72730 Baker Blvd, Baker, CA 92309**

**Salary Type: To Be Determined**

**Job Type: Full Time**

**Benefits followed by a Sixty-Day period:**

- Health, Dental, & Vision Insurance
- Paid Time Off
- Retirement Program
- District Housing Provided

### General Job Description:

- Supervises multiple employees, including Maintenance, Janitor, Landscapers, Secretary, Transfer Station Attendant as needed in the repair, replacement, operations, and maintenance of District facilities
- Represents the District in a Professional Manner, including County/Public Communications
- Performs Office duties as needed; Timecard accountability, District Expense Accountability, Office Billing, Scheduling, Public & Customer Relations, ability to work with other Government/Public Entities
- Maintains District Water Wells & Sewer Pumps, performs routine maintenance on wells/pumps, including sewer camera knowledge, ability to replace pumps, piping, valves, operate sewer jetter
- Maintains District equipment; tractors, work trucks, fire trucks, trash trucks, including Inspections on all equipment
- Maintains District roads, fire hydrants, perform general masonry work, electrical work, plumbing as needed
- Responsible for all District property: Fire houses, Park, Community Centers, Housing, Offices, Equipment Sheds, Restrooms, Communications Buildings, Transfer Station to be kept in Clean, Professional & Operational manner
- Works with Paid-Call Firefighters on District Fire Crew, and County Fire Station Crew
- Maintains Radio Communications Site(s) located at Turquoise Mountain

### Skills & Qualifications:

- Ability to lift fifty pounds or more, including physical stamina and the ability to stand for extended periods of time
- Valid Driver's License, with agreement to obtain CDL within 180 days of hire
- Knowledge of Pumps, Motors, Water Wells, Vehicle Maintenance, oil changes, tire repair/replacement
- Ability to work in a Safe manner on all areas of job, promote safety with work staff
- Supervise Contractors if needed, be sure work is performed in the best cost/interest of the District
- Ability to sell, inspect, maintain, trade, transfer vehicles/equipment with best interest of the District
- Must live in Baker, Position requires on-call status for emergencies, including after hours & holidays