



## Invites Applications for the Position of: **FACILITIES SUPERVISOR**

**\$57.80— \$70.25 Hourly DOQ/DOE**  
**(\$120,218 — \$146,124 Annual Salary)**  
**plus Excellent Benefits!**

### *Job Summary:*

Under the general direction of the Director of Operations and Field Services, plans, organizes and supervises the activities of the Facilities Section. Coordinates and monitors contracts, licenses and work conducted by outside service providers. Applies all standard safety practices.

### *Essential Functions:*

1. Supervises the activities of facilities, fleet and meter service staff. Schedules, assigns, trains and oversees the work of lead workers and crews engaged in repair and maintenance activities; establishes and maintains work standards and procedures.
2. Schedules and oversees compliance, maintenance and replacement programs for the District's fleet operations.
3. Coordinates and prioritizes work with other sections in the Field Services Department and other Divisions within the District.
4. Develops preventative maintenance programs and procedures related to District facilities, fleet, and meter activities as required.
5. Assists with preparing budget requests and supporting materials for capital improvement projects for the Facilities section and fleet and equipment purchases for the Field Services Department.
6. Coordinates and schedules outside service providers for maintenance and/or repair of various District facilities. Oversees the overall operation and maintenance of District headquarters, including HVAC, security, fire sprinkler and various other systems.
7. Operates a variety of office equipment effectively, including a computer utilizing spread sheets, word processing, and other types of software to produce documents and reports.
8. Monitors, coordinates and administers numerous contracts and licenses within the jurisdiction of the Field Services Department. Monitors, inspects and evaluates work conducted by outside service providers.
9. Inspects work in progress for compliance with state and District safety requirements, working jointly with the District's Safety & Risk Administrator in assuring appropriate personal protective equipment and procedural precautions. Investigates accidents and incidents involving section staff and District infrastructure. Applies and enforces all applicable safety rules and practices.

## ***Essential Functions (Continued):***

10. Represents the District in meetings with the public, contractors, developers, public agencies and government agencies; attends pre-construction meetings for the coordination of District work.
  
11. Supervises and evaluates the performance of the following positions:
  - Senior Facilities Worker
  - Senior Equipment Mechanic
  - Equipment Mechanic (With the assistance of the Senior Facilities Worker) the following:
    - Facilities Locator
    - Utility Worker
    - Utility Worker Trainee
    - Maintenance Worker
    - Meter Repair Technician
  
12. Performs related work as assigned.

## ***Qualifications:***

1. This position requires a high school diploma or equivalent (GED). A minimum of five years of experience in water system operation, construction or maintenance is required. Experience in commercial building maintenance may substitute for two years of water system experience. Two years of experience in a leadership capacity, such as supervisor, working foreman or a lead person is desirable.
  
2. Must demonstrate the skill levels necessary to operate word processing, spreadsheet programs, database or computer based maintenance programs and other related software and computer systems.
  
3. Must have a valid California driver's license and be acceptable to the District's automotive liability insurance carrier.
  
4. Must possess a Water Distribution Operator D3 certification (or higher) administered by the California Drinking Water Operator Certification program or obtain the required certification within one year of starting work at this position.
  
5. Must establish and maintain effective working relations with other District personnel and promote good relations with the public.

## ***Benefits:***

The District provides the following benefits:

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred compensation match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

## ***The District:***

Vista Irrigation District (District) was formed in 1923 to provide water to the community of Vista. The District also supplies water to portions of the cities of Escondido, Oceanside, San Marcos and some unincorporated areas of San Diego County. Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees.

Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work. Vista has been recognized in a national publication as being one of the "50 fabulous places to raise a family." In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

The District supplies potable water to over 29,000 customers in a 21,152-acre service area with a population of nearly 130,000 people. The District receives local water from Lake Henshaw, which it owns, imported water from Northern California and the Colorado River via the San Diego County Water Authority (Water Authority) and the Metropolitan Water District of Southern California and desalinated seawater from the Claude "Bud" Lewis Carlsbad Desalination Plant via the Water Authority. The District currently employs 89 people.

**The Facilities Supervisor is an exempt, at-will position and not eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy.**

**The Vista Irrigation District is "an equal opportunity employer" and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.**

## ***Selection Process:***

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

To help streamline the application and hiring process, we have implemented new recruiting software. All applicants will apply via our website at [www.vidwater.org](http://www.vidwater.org) under the “careers tab”. **We will no longer accept paper applications.** You will need to upload your resume and cover letter on our new application portal.

*Job offers are contingent upon a pre-employment medical examination and drug testing.*

**Open Until Filled**