



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Facilities & Resources Manager
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	General Manager
Website	www.cambriacsd.org

DEFINITION

Under the direction of the General Manager, the Facilities and Resources Manager is responsible for the supervision and management of all District real property, buildings, grounds, open space, and recreational facilities, as well as the development and implementation of programs for resource conservation, habitat management, and environmental protection. The Facilities and Resources Manager performs various complex supervisory and leadership duties, supervises programs and personnel, prepares and implements budgets, and performs other management tasks. In addition, the incumbent is required to perform physical labor, operate vehicles, hand tools, power tools, and motorized equipment, and work under various weather conditions outdoors.

This is an exempt management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise the operation and maintenance of all District buildings and grounds.
- Serves as "Ranch Manager" as delineated in the East-West Ranch Management Plan.
- Develop and implement plans and programs relating to implementing the East-West Ranch Management Plan.
- Coordinates with community groups and other agencies.
- Represents the District on matters pertaining to assigned tasks.
- Assigns, monitors, and evaluates the work of subordinate employees.
- Recruits and supervises volunteer groups and individuals for environmental projects, resource conservation, habitat preservation, open space management, and related projects.
- Assists in the development and implementation of plans for water conservation projects.
- Ensures the enforcement of District rules, regulations, policies, and procedures.
- Proposes changes and improvements to district rules, regulations, policies, and procedures.
- As required, prepare and provide information and recommendations to the District Board of Directors, the District General Manager, and other agencies.
- Uses specialized computer software programs to input data and generate reports.
- Operates hand tools, power tools, motorized equipment, and motor vehicles.
- Prepares, monitors, and implements operating budgets, programs, and projects.

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- Participates in career development and technical training.
- Performs all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Environmental and habitat protection practices; supervision and management practices and procedures; buildings and grounds maintenance practices; water and resource conservation practices; effective communication techniques; record keeping methods; and management analysis practices.
- Plan, organize, and implement programs and projects relating to the maintenance and operation of buildings, grounds, recreational facilities, and open space; supervise volunteers and full-time employees; prepare and implement budgets; operate hand tools, power tools, and motorized equipment; provide training to others in areas relating to assigned tasks; prepare and deliver effective written and oral reports; coordinate with community groups and other agencies; design and implement resource conservation programs; collect and analyze data; establish and maintain effective working relationships; and manage programs and projects relating to a variety of regulatory requirements.

REQUIRED QUALIFICATIONS

- A minimum of three years experience in supervising programs and personnel relating to resource conservation, habitat restoration, or environmental protection, supplemented with experience in maintaining facilities, buildings, and grounds.
- A bachelor's degree is preferred, but not limited to administration, business, electrical engineering, landscape architecture, mechanical engineering and management.
- Must possess a valid California class C driver's license and maintain a satisfactory driving record.