

# Laguna Beach County Water District **EMPLOYMENT OPPORTUNITY**

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306 Third Street, Laguna Beach, CA 92651  
Phone (949) 494-1041 Fax (949) 497-1021  
Email: Amiller@lbcwd.org



**TITLE: Operations Support Specialist**  
**SALARY RANGE: \$5,594 - \$8,040/month**

Laguna Beach County Water District is seeking to fill the position of Operations Support Specialist. Under general direction, the Operations Support Specialist provides administrative and technical support to the Manager of Operations and may also take direction from the Computerized Maintenance Management System (CMMS) Administrator; performs data entry, report preparation, the development of Standard Operating Procedures, Preventive Maintenance Programs, and Key Performance Indicators; oversees the closeout of Work Orders from a quality control standpoint; prepares Work Order Packages as needed; tracks inventory items in the CMMS; Assists in the procurement and replenishment of inventory items; performs annual physical inventory counts; manages the maintenance on the District's fleet vehicles performs various permitting duties when the Permit Specialist is unavailable; and, handles a wide variety of complex administrative and analytical duties as assigned.

## **REQUIREMENTS**

High School degree or equivalent, supplemented by college-level course work in public contract, engineering technology, drafting, engineering mathematics, and/or related fields.

Five years of related sub-professional data management duties.

## **APPLICATION DEADLINE**

Submit District application to Human Resources (amiller@lbcwd.org) by 5:00 p.m., Wednesday, February 22, 2023. Application available at [www.lbcwd.org](http://www.lbcwd.org) or at District Headquarters, 306 Third Street, Laguna Beach.