



**CAREER OPPORTUNITY**  
**ENGINEERING SPECIALIST I**

Salary Range: \$64,480 | \$96,030

**APPLICATION SUBMISSION DEADLINE: November 24, 2023, or until filled. THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF ENGINEERING SPECIALIST I. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.**

**APPLICATION SUBMISSION REQUIREMENTS:**

- 1) **COVER LETTER (Including Desired Salary)**
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

**HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods.**

- **BY EMAIL** (attach all documents in a single combined PDF format in order as 1-4 above):

HR@portofh.org (Important: Email Subject Line to read *exactly* as follows ;)  
HR- ENGINEERNG SPECIALIST I

OR.....

- **BY US. POSTAL SERVICE:**

THE PORT OF HUENEME  
Engineering Specialist I  
Attn: #345 HR-RECRUITMENT  
567 West Channel Islands Blvd.  
Port Hueneme, CA 93041



<b>POSITION TITLE:</b>	Engineering Specialist I
<b>DEPARTMENT:</b>	Operations
<b>POSITION DESCRIPTION:</b>	
<p><b><u>GENERAL PURPOSE</u></b></p> <p>Under the general direction of the Engineering Manager, the Engineering Specialist assists in the planning and coordination of engineering projects, including preparation of bid and contract documents, facilitating project procurements, construction management, and forward progress of Port projects. Engineering Specialist duties also include assisting with drafting of grant applications, grant project management, reporting and coordination with Finance and Accounting departments, and collaboration on special projects with other departments.</p>	
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:</b>	
<ul style="list-style-type: none"> <li>• Assists the Engineering Manager and collaborates with team to meet project tasks and requirements.</li> <li>• Assists the Engineering Manager on projects and helps ensure overall needs of the port are being met.</li> <li>• Prepares plans, specification and bid documents for selected projects and coordinates with consultants and contractors.</li> <li>• Attend meetings and/or brief upper management in lieu of Engineering Manager when needed.</li> <li>• Assists with informing Port Tenants of planned improvements and coordinates feedback to Engineering Manager.</li> <li>• Keeps Engineering Manager informed of project progress, problems encountered, and solutions or remedies implemented.</li> <li>• Understands and incorporates sound safety and environmental protection principles in projects and fosters safety and environmental stewardship in construction projects.</li> <li>• Adheres to Port policy and maintains good employee relations.</li> <li>• Functions in a pre and post disaster preparedness as an essential employee.</li> <li>• Performs other related duties as assigned.</li> </ul>	
<b>EDUCATION, TRAINING AND EXPERIENCE:</b>	
<ul style="list-style-type: none"> <li>• High school diploma or equivalent; bachelor’s degree in engineering, preferably in civil, mechanical, structural or ocean degree or at least 10 years of experience in field and completing similar tasks required.</li> </ul>	
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Ability to sit and operate a keyboard to enter data into a computer for extended periods of time.</li> <li>• Ability to handle stressful situations with focus.</li> <li>• Ability to read and understand engineering plans and technical documents.</li> <li>• Ability to use MS Outlook, Word, Excel, PowerPoint, Teams, and project management software.</li> </ul>	

- Ability to reach overhead, above shoulders and horizontally and bend at the waist to maintain files and occasionally required to lift and/or move up to 10 pounds, stoop, kneel, climb, crouch or crawl. Occasionally required to climb or descend ladders to elevated or lower work levels to inspect work.
- Ability to swim 100 yards and tread water.
- Continuously demonstrate a strong sense of responsibility and ownership by being pro-active in all situations/tasks.

**LICENSES; CERTIFICATES; SPECIFIC REQUIREMENTS:**

- Must be able to obtain a Transportation Worker Identification Credential (TWIC).
- Must have a valid driver license and proof of automobile insurance.