

City of Hesperia

Open/Competitive Opportunity

Engineering Specialist

\$5,094 – \$6,210 per month

FINAL FILING DATE: TUESDAY, MAY 16, 2023 AT 5:30 P.M.

The City of Hesperia is seeking a self-motivated and dependable Engineering Specialist with familiarity in principles and procedures used to support activities related to the Engineering Division. This position is responsible for a variety of sub-professional complex administrative work in support of the engineering programs and staff.

Your Role

As the Engineering Specialist, you perform a variety of customer service-related functions within the engineering division. You assist the public, developers, contractors, architects, and land agents at the City's "One Stop Counter" or via telephone and provide responses to inquiries, concerns, and permit payment requests. You prepare work orders and notifications for projects in assigned area; maintain a variety of records related to the Engineering Division operations and activities; as well as independently compose correspondences and research data and background material necessary for projects, reports, presentations, and budget requests.

Join our Team

Our team works together to perform the coordination duties required for development, CIP, and encroachment. As part of this team, you regularly collaborate internally and externally to review and address issues with construction facilitators on various projects throughout the City. In this position you are an integral part of a team that provides the City with necessary infrastructure and improvements to grow in a safe and responsible manner for our citizens. Your role ensures successful permit coordination, effective communication, and strategic partnership. If you are looking to join a hard-working team of quality professionals, this position is for you!

Desired Candidate Attributes

You must be a self-motivated team player; have excellent attention to detail; strong time managing skills to work independently while supporting and being dedicated to a team-oriented environment; effective problem-solving skills, good judgement, and dependability to maintain accurate records; honesty, integrity, and the highest ethical standard to represent the City and community you serve.

Minimal Qualifications

- The equivalent of three (3) years of experience performing administrative work and one (1) year of related experience in engineering programs, and a High School diploma or GED.
- Possession of, or ability to obtain, a valid class "C" California driver's license

For more information of this position, please visit the [Engineering Specialist](#) job description.

Please see next page for list of benefits

City of Hesperia

Standard Employment Benefits

Retirement:

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.75% (normal cost) of annual salary)
- 401 (a) Deferred Compensation Plan (1% of salary – City paid)
- 457 (b) Deferred Compensation Program available
- The City does not participate in the Social Security Program, except for the mandatory 1.45% Medicare Contribution

Health Benefits:

- Health Benefits – Up to \$1,450 per month toward medical, dental and vision insurance
- City paid
 - Employee Only Premium for Dental Insurance
 - Employee Only Premium for Vision Insurance
 - Life Insurance (One times annual salary)
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Short-Term and Long-Term Disability Insurance participation required

Additional City of Hesperia Benefits:

- Vacation (80 hours accrued during first year)
- 12 paid holidays
- Sick leave (96 hours per year)
- Tuition Reimbursement Program (Up to \$3,000 a fiscal year available for eligible employees; \$4,000 per fiscal year for employees with five consecutive years of employment)
- 4/10, 9/80 and Adjusted Workweek Schedules available

