



CAREER OPPORTUNITY: ENGINEERING MANAGER III

Salary Range: \$102,950 | \$157,017

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 MANAGER FOR THE PORT. 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-ENGINEERING MANAGER**

OR.....

- **BY US. POSTAL SERVICE:**

**THE PORT OF HUENEME
ENGINEERING MANAGER
Attn: #345 HR-RECRUITMENT
567 West Channel Islands Blvd.
Port Hueneme, CA 93041**



TITLE:	ENGINEERING MANAGER
CLASSIFICATION:	MANAGER III
DEPARTMENT:	OPERATIONS
SALARY RANGE:	\$102,950 ~ \$157,017
POSITION DESCRIPTION:	
<u>GENERAL PURPOSE</u>	
<p>Position is under the general supervision of the Chief Operations Officer and provides technical project support and leadership for the expansion, upgrades, and ongoing operations at the Port, through the application and execution of sound planning and engineering principles.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:	
<ol style="list-style-type: none"> 1. Manages assigned engineering projects to ensure the quality and overall needs of the port are being met. 2. Provide advanced engineering work, and coordination and oversight of project design and construction, monitor adherence of projects and processes with policies, procedures, applicable code, specifications, regulations, and standards. 3. Provide project management and coordination of stakeholders and resources which may include consultant selection process, project scoping contract negotiation, design oversight, schedule monitoring, budget development and funding administration, and project close-out. 4. Oversee and administer construction projects including bid and contract administration, construction oversight, coordination of permitting, document reviews, and facilitation of progress meetings. 5. Attend, conduct and deliver presentations at various meetings, including periodic Board of Harbor Commissioner meetings; prepare agendas, reports, cost estimates, computations, specifications, schedule, engineering drawings and other related documentation and communications materials. 6. Oversee critical maritime infrastructure maintenance program; plan for and assign resources for periodic upkeep of port's critical utilities system. 7. Serves as a project engineer on minor and major projects and those of a complex and critical nature to include, but not limited to, preparing, implementing, and managing project budgets and schedules. 8. Prepares and presents major projects and reports to other staff and to commissioners for review of consideration. 9. Assists in formulating and compiling projects to be incorporated into the Operations Department's Annual Budget and recommends priorities. 	

10. Evaluates new technology and procedures and incorporates acceptable systems into Port designs.
11. Understands and incorporates sound safety and environmental protection principles in designs and helps to foster safety and environmental stewardship in construction projects.
12. Enters and works in secure areas of the Port, follows Port operational security requirements and procedures, and sees that security requirements are properly implemented and maintained on assigned projects.

Other:

13. Attends and participates in Port meetings at manager level.
14. Assists in developing standard technical specifications and construction details to be used on Port projects.
15. Adheres to Port policy, maintains good employee relations, and ensures any supervised staff does same.
16. Drives vehicle as necessary to complete assigned tasks and works required hours to fulfill position objectives.
17. Functions in pre and post-disaster preparedness as an essential employee.
18. Performs other duties as assigned.

Additional Physical Factors:

While performing duties employee is regularly required to sit, stand, walk, speak, or hear, use hand to finger movements; frequently required to reach 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.

Environmental Factors:

Exposure to adverse weather conditions. Occasionally must wear personal protective equipment, including wearing eye and hearing protection when performing job functions. Occasionally must travel by boat or work at elevated heights when performing job functions.

Vehicles, Equipment, Technology Used to do the job:

Use of company provided computer, laptop, cellular phone and company fleet including lightweight vehicles.

EDUCATION:

High school diploma or equivalent; Bachelor's degree in engineering, preferably in civil, structural or ocean; registered professional engineer in State of California preferred.

MINIMUM REQUIREMENTS

Experience associated with Port and waterfront facilities preferred; must possess practicing multi-disciplined knowledge of engineering techniques and theories; skilled in the application of engineering concepts; ability to supervise the work of project engineers and draftsmen; ability to write reports and formal presentations effectively and present same; strong written and verbal communications skills; minimum eight years' experience in related engineering design and project management or acceptable equivalent experience.

Must possess valid driver's license.

ELIGIBLE TO OBTAIN a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514 (TWIC Requirement). Disqualifying background criteria for TWIC are provided in 49CFR1572.