



The Port
OF HUENEME
Oxnard Harbor District

Engineering Specialist

Specialist I Level Position

Effective Date: May, 2026



POSITION TITLE:	Engineering Specialist I
DEPARTMENT:	Operations
SALARY MIN MAX	\$68,640 \$102,867

GENERAL PURPOSE

The Engineering Specialist provides engineering and technical support for Port infrastructure and maritime operations. The Specialist works on 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. This role ensures that all engineering activities meet safety standards, regulatory requirements and compliance while supporting efficient Port operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

- Engineering Specialist collaborates with team to meet project tasks and requirements.
- Prepares and reviews plans, specifications and bid documents for selected projects and coordinates with consultants and contractors.
- Attend meetings and/or brief upper management when needed.
- Facilitates and informs Port Tenants of planned improvements and coordinates feedback.
- Inform department of project progress, problems encountered, and solutions or remedies implemented.
- Conduct field inspections, condition assessments, and technical evaluations of projects.
- Understands and incorporates sound safety and environmental protection principles in projects and fosters safety and environmental stewardship in construction projects.
- Assists with permitting, compliance and coordination with regulatory bodies.
- Support procurement activities, including drafting and reviewing scopes of work.
- Adheres to Port policy and maintains good employee relations.
- Ensure projects and overall needs of the port are being met.
- Functions in a pre and post disaster preparedness as an essential employee.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

Education, Training and Experience:

- High school diploma or equivalent; Bachelor's degree in engineering, preferably in civil, mechanical, structural or ocean degree or at least 3 years of experience in field and completing similar tasks preferred.

QUALIFICATIONS

- Ability to read and understand engineering plans and technical documents.
- Must be able to obtain a Transportation Worker Identification Credential (TWIC).
- Must have a valid driver license and proof of automobile insurance.
- Ability to use MS Outlook, AutoCAD, Word, Excel, PowerPoint, Teams, and other engineering and project management related software.
- Strong analytical, problem-solving, and project coordination skills.
- 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.