

APPLICATION PROCESS

The Maintenance Crew Supervisor position is open/competitive. There is currently one vacancy in the Public Works-Water Pipeline Division. This recruitment will assist to establish an eligibility list for future full-time vacancies. All interested applicants must submit a cover letter, resume, and required completed City application no later than **5:30 p.m., Monday, July 16, 2018.**

City of Hesperia
Human Resources Division
9700 Seventh Avenue
Hesperia, CA 92345
(760) 947-1100
Job Line (760) 947-1100
Select Option #1
www.cityofhesperia.us
TDD (760) 947-1119
EOE

All applications will be reviewed in detail. Only those applicants possessing the most relevant qualifications will be invited to continue in the selection process. City appointments are contingent upon successful completion of a comprehensive background investigation, fingerprinting, medical and drug screening, as well as verification of United States citizenship or legal authorization to be employed in the United States.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. This position may be subject to an adjusted work schedule in order to fulfill our customer service commitment.

THE COMMUNITY

Serving as the Gateway to the High Desert, the City of Hesperia is conveniently located at the foot of the San Bernardino Mountain Range, 35 miles north of San Bernardino, 90 miles northeast of Los Angeles, and 195 miles southwest of Las Vegas, at the intersection of Highway 395 and Interstate 15. With an elevation of 3,250 feet, Hesperia is one of the largest cities in California, with an area of approximately 75 square miles, its adopted sphere of influence extends its geographic reach by an additional 32 square miles. Incorporated in 1988, the City of Hesperia's population is approximately 96,000. Hesperia offers the best of Southern California lifestyle with clean air, over 350 days of sunshine and deep blue skies that attract businesses and residents alike. With its strategic location, Hesperia is posturing itself to be a major distribution and logistics hub in the Southern California Region.

CITY GOVERNMENT

The City of Hesperia is a general law city with a council-manager form of government. Hesperia has a five member City Council who are elected at-large to staggered, four-year terms. Council members also serve as the governing board of the Water District and Fire District. With a full time staff of 169, city departments include: City Manager (City Clerk and Information Technology), Management Services (Finance and Human Resources/Risk Management), Development Services (Building and Safety, Engineering, Planning, Animal Control, Code Enforcement), Public Works (Street Division and Water Division), and Economic Development. The City contracts for its Police and Fire services from the County of San Bernardino.

City of Hesperia



Invites Your Interest for the Position of
Maintenance Crew Supervisor
Water Pipeline



THE POSITION

The MAINTENANCE CREW SUPERVISOR-WATER PIPELINE MAINTENANCE is a Non-Represented General Classification position responsible for the installation, replacement and repair of the City's water distribution system and supervision of assigned staff.

The incumbent plans, oversees and directs the work of crews responsible for the installation, replacement and repair of the City's water distribution system; monitors the system to ensure efficient and effective service delivery to the public. Ensures compliance with applicable local, State and Federal rules, policies and procedures. Maintains and prepares appropriate work records and documents which may include timesheets, work orders, material and equipment use records, maintenance logs and statistical and/or analytical reports on operations. Performs the more difficult and complex maintenance duties of the work unit including supervision of contract services, reviewing plans for replacement of water facilities, and maintaining an inventory/mapping of the water distribution system. The ideal candidate must be able to supervise operations, programs, and activities and assist in the development and implementation of goals, objectives, priorities, policies and procedures; identify opportunities of improvement, and implement changes to standard operating procedures to enhance services; recommend modifications to programs, policies, and procedures as appropriate. Provide information and resources to City officials, departments, staff, other organizations and the public as necessary. Assists in the preparation of the Water Pipeline Maintenance budget and monitors budget expenditures. Participate in the City's After-Hours On-Call and Surveillance Program as required; coordinate work activity with other divisions in the department with other departments and divisions. Participate in the recruitment, selection, training and evaluation of assigned personnel as required; initiate employee disciplinary procedures. Performs other peripheral and related duties as required and necessary for the performance of this job.

QUALIFICATIONS

Requires five (5) years or more of increasingly responsible experience in the installation, repair and maintenance of water utility infrastructure, including some lead supervisory experience and a High School diploma or GED; or any combination of education and experience that has provided the knowledge, skills and abilities necessary for this position.

Must possess or have the ability to obtain, within twelve (12) months from appointment, a Grade 4 Water Distribution Operator Certificate issued by the State Water Resources Control Board.

COMPENSATION

The Maintenance Crew Supervisor is a Non-Represented General position with a monthly salary range of \$5668—\$6910 (Effective July 1, 2018).

WORKING CONDITIONS

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, eye/hand coordination, and repetitive hand movement. The incumbent may frequently drive to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The need to lift, carry, push, and pull tools, equipment and supplies weighing up to 100 pounds is required. Additionally, the position requires both near and far vision when inspecting work, operating assigned equipment and the ability to accurately perceive sounds. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The incumbent may use fuel, cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, work in confined spaces, use power and noise producing tools and equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

BENEFITS

- 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 6.25% (normal cost) of annual salary)
- Health Benefits – up to \$1013 per month toward medical, dental and vision insurance (Effective July 1, 2018)
- City paid
 - Employee Only Premium for Dental Insurance
 - Employee Only Premium for Vision Insurance
 - Life Insurance (One (1) times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- 11 holidays
- Sick leave (96 hours per year)
- 401 (a) Deferred Compensation Plan (1% of Salary—City paid)
- 457 (b) Deferred Compensation Program available
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 a fiscal year available for eligible employees.)
- 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution