

# City of Hesperia

**Invites your interest to  
the position of**



PW-19-07-002 (July 1, 2019)

**FLEET/WAREHOUSE SUPERVISOR**

**\$5,810—\$7,083 per month**

**(Excellent fringe benefits including CalPERS Retirement)**

**Final Filing Date: August 2, 2019 by 4:30 p.m.**

## **THE POSITION**

The Fleet/Warehouse Supervisor is responsible for managing the acquisition and maintenance of all City vehicles and equipment; ensuring safe operations and compliance with regulations relating to vehicle and equipment standards; and supervising warehouse activities and inventory in a safe, clean and organized manner; and maintains inventory records; requisitions materials and supplies to replenish stock. The incumbent will research and prepare a variety of studies and reports related to current and long-range fleet and warehouse goals and develop recommendations and proposals to meet these goals.

## **QUALIFICATIONS**

A qualified incumbent will possess four (4) years of store-keeping or warehousing experience involving inventory control activities and maintenance of multiple procurement contracts and one (1) year of supervisory or direct lead experience. Experience in the purchase of vehicles and construction equipment, contract fleet mechanics, and an understanding of the mechanical principles of vehicles and construction equipment repairs are desirable.

## **SELECTION PROCESS**

All interested applicants are required to submit a City application using the online employment application system. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date. Notifications are sent to applicants via email.

\*\*Please visit the Employment page at [www.cityofhesperia.us](http://www.cityofhesperia.us) to access the application and view full job description and expanded list of qualifications required for this position\*\*

**City of Hesperia**  
**9700 Seventh Avenue**  
**Hesperia, CA 92345**  
**Phone: 760.947.1100**  
**\*Email: [hr@cityofhesperia.us](mailto:hr@cityofhesperia.us)**  
**\*Please be sure to add email to your contacts list.**

### ADA COMPLIANCE REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Hesperia makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Human Resources Division of the City of Hesperia in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

### IMMIGRATION LAW

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

### BACKGROUND CHECK

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.



### FRINGE BENEFITS

Non-Represented Professional/Supervisory Classification

- ◆ 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)
- ◆ Health Benefits – up to \$1,113 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)
- ◆ Short Term and Long Term Disability Insurance participation required
- ◆ Vacation (80 hours accrued during first year)
- ◆ Administrative Leave 55 hours per fiscal year
- ◆ 12 paid holidays
- ◆ Sick leave (96 hours per year)
- ◆ 401(a) Deferred Compensation Plan (2% of salary—City paid)
- ◆ IRS 125 Plan Flexible Spending Accounts
- ◆ Employee Assistance Program available
- ◆ Tuition Reimbursement Program (Up to \$3,000 per fiscal year available for eligible employees)
- ◆ 457(b) Deferred Compensation Program available
- ◆ 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

