



# City of Rocklin

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## PART-TIME POSITION AVAILABLE Senior Public Services Specialist Engineering Division

\$14.75 – 16.26 per hour

(No Benefits)

**Application Deadline: Open Until Filled**

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### The Position

The City of Rocklin is seeking candidates for a part-time Senior Public Services Specialist to assist with the Engineering Division of the Public Services Department with Traffic Engineering and Asset Management. This is an outstanding opportunity to gain experience in the municipal engineering field, learn the structure and processes of a City organization, and to receive mentoring and training from experienced City engineering staff. The work schedule will be based on the needs of the department. Employees will work no more than 28 hours per week, not to exceed 999 hours in a fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). This is a temporary at-will position and does not offer benefits, and the position may be extended, depending on funding and project scheduling.

The duties include, but are not limited to, assisting with inspections, AutoCAD drafting, GIS data collection and map creation using the ArcGIS suite of software; processing traffic collision reports and maintaining traffic databases; assisting with field surveys, file management and routing; coordinating and communicating with outside consultants regarding engineering projects; and performing related work as required.

### Minimum Qualifications

- Must be at least 18 years old
- Must have the equivalent to the completion of the 12<sup>th</sup> grade
- Must possess a current valid California driver license

### Application Process

Applicants may apply [online](#) or by submitting a [hard copy employment application](#) to the Human Resources Department at the address below. [Electronic](#) submittals are preferred; however, a [hardcopy application](#) will be accepted.

*City of Rocklin – Human Resources Department  
2<sup>nd</sup> Floor City Hall  
3970 Rocklin Road  
Rocklin, CA 95677*

*Phone: (916) 625-5050/FAX: (916) 625-5099/Job Line: (916) 625-5060*

Offers of employment are conditional upon successful completion of a pre-employment fingerprint clearance. All applicants will be notified by email following the application review.

*The City of Rocklin is an Equal Opportunity Employer.*

*If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Division in writing upon submittal of the application. Medical disability verification may be required prior to accommodation.*