



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**SENIOR CIVIL ENGINEER, ASSOCIATE CIVIL ENGINEER,  
OR ASSOCIATE ENGINEER**

**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Public Works  
**LOCATION:** Countywide  
**SALARY:** **Senior Civil Engineer -** Range 85 \$6407 \$6728 \$7054 \$7416 \$7789\*\*  
**Associate Civil Engineer-** Range 82 \$5957 \$6248 \$6564 \$6892 \$7233\*\*  
**Associate Engineer -** Range 78 \$5410 \$5675 \$5963 \$6261 \$6574\*\*  
(The above monthly salary is paid over 26 pay periods annually.)

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost (6.5%). Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:**

**Senior Civil Engineer** - This is the supervisory-level registered professional engineer. Incumbents typically oversee important engineering projects of the Public Works Department; plan, supervise, and personally perform difficult professional civil engineering work; perform related duties as assigned; and oversee certain functions of the Public Works and Road Departments in the absence of the Public Works Director and Deputy Director of Public Works.

**Associate Civil Engineer** - This is the fully qualified level in the professional engineering series. Incumbents typically have overall responsibility for the preparation of engineering designs and specifications for public works facilities involving roads, bridges, structures, airports, water systems, utilities, and other related projects. Incumbents may coordinate and/or supervise the work of other engineering staff in the preparation of designs or the performance of other engineering work on an assigned project basis.

**Associate Engineer** - This is the fully qualified level in the professional engineering series. Incumbents typically have overall responsibility for a technical or professional program area such as operation and maintenance of county water systems or State Funded Road Projects, including the preparation of engineering designs and specifications as well as project management for such programs. Incumbents may have responsibility for the preparation of engineering designs and specifications for other public works facilities such as roads, bridges, structures, airports, utilities, and other related projects. Incumbents may coordinate and/or supervise the work of other engineering staff in the preparation of designs or the performance of other engineering work on an assigned project basis.

**ESSENTIAL JOB DUTIES:**

**Senior Civil Engineer** - Under the direction of the Public Works Director or Deputy Director of Public Works, plans, assigns, and directs the work of technical support personnel and professional engineering personnel or

personally performs work in the planning, design, surveying, and/or construction of public works projects including roads, bridges, structures, airports, rights-of-way, utility systems, and related structures; assigns and supervises or personally performs the more difficult phases of design and layout work on these projects; supervises or personally performs the preparation of maps, plans, charts, or diagrams; supervises the maintenance of various engineering records and performs engineering office work in connection with cost analyses and progress reports; prepares specifications, makes estimates, and prepares preliminary reports for the aforementioned projects; confers with Public Works Director during preliminary and design stages of work and discusses technical and policy problems; provides technical information to other engineers and the public; works with utilities and land and water companies in matters of relocation and rights-of-way; supervises or personally performs inspection and testing required under County contracts and all inspections for highway projects under the Federal Aid Program; surveys; coordinates survey work and materials testing; trains and evaluates the performance of personnel; prepares complex engineering reports.

**Associate Civil Engineer** - Under limited direction, plans, assigns, and directs the work of nonprofessional engineering personnel or personally performs work in the planning, design, survey, construction of public works projects including roads, bridges, structures, water systems, airports, and related structures; assigns and supervises or personally performs the more difficult phases of design and layout on these projects; supervises or personally performs the preparation of maps, plans, charts, estimates, or diagrams; supervises the maintenance of various engineering records and performs engineering office work in connection with cost analyses and progress reports; confers with supervisor during preliminary and design stages of work and discusses technical and policy problems; provides technical information to other engineers and the public; works with utilities and land and water companies in matters of relocation and rights of way; supervises or personally performs inspection and testing required under county contracts and all inspections for highway projects under the Federal Aid Program; supervises traffic surveys; coordinates survey work and materials testing; trains personnel as needed; prepares complex engineering reports; other related duties as needed.

**Associate Engineer** - Under limited direction, plans, assigns, and directs the work of nonprofessional engineering personnel or personally performs work in the planning, design, survey, and construction of public works projects such as water systems, roads, bridges, structures, airports, utilities, and related structures; assigns and supervises or personally performs the more difficult phases of design and layout on these projects; supervises or personally performs the preparation of maps, plans, charts, estimates, or diagrams; supervises the maintenance of various engineering records and performs engineering office work in connection with cost analyses and progress reports; coordinates with regulatory agencies and prepares reports and documents required for operations and maintenance of water systems; confers with supervisor during preliminary and design stages of work and discusses technical and policy problems; provides technical information to other engineers and the public; works with utilities and land and water companies in matters of relocation and rights of way; supervises or personally performs inspection and testing required under county contracts and all inspections for highway projects under the Federal Aid Program; supervises traffic surveys; coordinates survey work and material testing; trains personnel as needed; prepares complex engineering reports; and other duties as needed.

## **EMPLOYMENT STANDARDS**

### **Senior Civil Engineer**

**Education/Experience:** Must possess a valid California Registration as a civil engineer; must possess two years of experience as an Associate Civil Engineer with the County of Inyo OR five years of professional civil engineering experience with emphasis in public works or related field.

### **Associate Civil Engineer**

**Education/Experience:** Four years of professional civil engineering experience with an emphasis in public works or a related field. A valid California Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers is required.

### **Associate Engineer**

**Education/Experience:** Four years of professional civil engineering experience with an emphasis on public works, or a related field. Valid certificates as a Water Distribution Operator, Grade D2 or higher, and a Water Treatment Operator, Grade T2 or higher, issued by the California Department of Health Services; or Registration

as a Professional Land Surveyor; or registration as Registered Geologist; or comparable professional or technical license as determined by the Personnel Director is required.

**KNOWLEDGE OF:** Basic principles, practices, and methods of civil engineering as applied to the planning designing, construction, operations and maintenance of public water systems and other public works facilities such as roads, bridges, structures, airports, utilities, and related systems; methods, materials, and equipment used in water system construction and highway, building, and bridge construction; properties and uses of materials used in the construction thereof; regulatory requirements and standards for water system operation and maintenance; common descriptions of real property; and engineering surveying.

**ABILITY TO:** Plan, design, and supervise the construction of public works facilities such as water systems, highways, bridges, structures, utilities, and related systems; train and supervise professional and nonprofessional engineering personnel; prepare accurate plans, specifications, cost estimates, quantity estimates, and comprehensive engineering reports; establish and maintain project files and records, including financial records; prepare clear, concise reports; analyze complex problems, evaluating alternatives and make sound recommendations; exercise sound independent judgment within general policy guidelines; work cooperatively with those contacted in the course of work; ability to stand, sit, bend, squat, climb, kneel, twist, and lift and carry up to 50 pounds in the course of work.

**Special requirements:** Must possess a valid operator's license issued by the California Department of Motor Vehicles. Must successfully complete a pre-employment background investigation.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

**APPLICATION:** **This recruitment will remain open until position has been filled.** Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.