

INYO COUNTY
PERSONNEL SERVICES
P. O. Box 249
INDEPENDENCE, CA 93526



(760) 878-0377
FAX (760) 878-0465

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

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

ENGINEERING ASSISTANT I (TEMPORARY)

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Public Works
LOCATION: Countywide
SALARY: Range 71 \$25.55-\$31.05/hr (40 hours per week- no County benefits)
TERM: May not exceed 6 months

DEFINITION:

Engineering Assistant I - Duties generally performed on the basis of established techniques and procedures, and problems can generally be solved on the basis of precedent or accepted practice. When independent judgment is exercised, it usually involves technical considerations in a confined field of activity. Responsibility for engineering design and computation is limited. Positions may be assigned the direction of certain phases of public works projects.

ESSENTIAL JOB DUTIES: To perform a variety of paraprofessional office and field engineering work in connection with the design, construction, and maintenance of County roads and structures; and perform related duties as assigned.

EXAMPLES OF DUTIES: Performs design and prepares plans and specifications for construction, alteration and maintenance of public works projects such as buildings, roads, airports, utilities, and park facilities; performs computer-sided design and drafting; establishes and maintains standards for contract drawings; reviews finalized plans to ensure compliance with drafting standards; designs minor facilities or structures using accepted state or county standards; and prepares estimates; administers construction contracts, including inspections, payments, and records; writes and issues permits for construction, film production companies, special events, etc.; may prepare traffic studies, safety surveys, or speed surveys; prepares special maps; may direct the work of Engineering Technicians and Engineering Aides; reviews maps, plans, and specifications for compliance with codes and accepted engineering practice; prepares documentation, correspondence, and reports; verifies right of way and prepares right of way records; and evaluates cost estimates.

EMPLOYMENT STANDARDS

Education/Experience:

Engineering Assistant I - High school graduate or equivalent with four years of experience involving knowledge of field and office engineering activities. College-level training in civil engineering may be substituted for up to three years of the required experience.

Knowledge of: Principles and practices of civil engineering as applied to earthwork, paving, drainage, utilities, and closely related activities. Properties and uses of materials employed in road, drainage, paving, buildings, and closely related engineering construction.

Ability to: Prepare and review accurate maps, plans, specifications, cost estimates, quantity estimates, and comprehensive engineering reports; prepare clear, concise reports; analyze complex problems, evaluating alternatives and make sound recommendations; exercise sound independent judgment within general policy guidelines; direct the activities of less experienced technical persons; 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 or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background investigation.

SELECTION: Selection procedures will be determined by the number and qualifications of the applicants. All items listed under Employment Standards may be used as criteria for the screening of applicants. Those meeting the greatest number of criteria will be considered the most highly qualified and may be called for a written examination and/or oral interview.

APPLICATION: **This recruitment will remain open until filled.** Applications **must be received** in 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. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

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). All positions are considered countywide. 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.