



ENGINEERING ASSISTANT I OR II

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 (4) years of experience involving knowledge of field and office engineering activities OR four (4) years of applicable experience in Inyo County Employment. College-level training in civil engineering may be substituted for up to three (3) years of the required experience.

Engineering Assistant II - High school graduate or equivalent with five (5) years of increasingly responsible experience in a variety of paraprofessional engineering work OR two (2) years of experience as an Engineering Assistant I in the Inyo County Public Works Department. College training in civil engineering may be substituted for up to three (3) 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: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

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.