



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

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

ASSISTANT CIVIL ENGINEER

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Public Works
LOCATION: Countywide
SALARY: Range 73 \$4709 \$4948 \$5198 \$5455 \$5728**

****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. 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.

DISTINGUISHING CHARACTERISTICS

Under direction, the incumbent is expected to develop the following engineering skills: serve as assistant engineer in conjunction with road, bridge, airport, water system, and related construction projects; or design of bridge, road, airport, water system, and related projects; learn and become proficient with materials testing in relation to road, bridge, airport, water system, and related projects; or serve in any special assignment requiring engineering skills.

ESSENTIAL JOB DUTIES: Under limited direction, plans, assigns, 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 and evaluates the performance of personnel; prepares complex engineering reports; other related duties as needed.

EMPLOYMENT STANDARDS

Education/Experience: A Bachelor's degree in civil engineering or a related field and one year experience performing civil engineering duties is required. Possession of a certificate as an Engineer-in-Training issued by the California Board of Registration for Professional Engineers and Land Surveyors may be substituted for a Bachelor's degree.

Knowledge of: Basic principles, practices, and methods of civil engineering as applied to the planning, designing, construction, maintenance, and operation of roads, bridges, structures, airports, water systems, and related systems; methods, materials, and equipment used in highway, building, bridge, and water system construction; properties and uses of materials used in the construction thereof; common descriptions of real property and engineering surveying.

Ability to: Plan, design, and supervise the construction of highways, bridges, structures, utilities, and related systems; train and supervise professional and non-professional 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 making 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 State Department of Motor Vehicles; must successfully complete County background investigation prior to employment.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and will include a qualification screening and oral interview.

APPLICATION: **This recruitment will remain OPEN UNTIL FILLED.** 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.

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) 878-0295 prior to the examination process.

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

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All positions are considered Countywide positions.** 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.