



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

ANNOUNCES AN OPEN RECRUITMENT FOR:

ENGINEERING ASSISTANT I OR II
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Public Works
LOCATION: Countywide
SALARY: Engineering Assistant I - Range 71 \$4583 \$4813 \$5055 \$5305 \$5572**
Engineering Assistant II- Range 75 \$5040 \$5295 \$5551 \$5832 \$6126**
(The above monthly salary will be 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. 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:

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.

Engineering Assistant II - This position performs journey-level and paraprofessional engineering work and requires extensive practical experience in engineering practices. The degree of initiative required, responsibility for implementing procedures, the breadth of knowledge required, and supervisory responsibility distinguish this classification from the Engineering Assistant I.

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-aided 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.

Engineering Assistant II - High school graduate or equivalent with five years of increasingly responsible experience in a variety of paraprofessional engineering work. College 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.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into

reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self- development; and self-starter.

Special Requirements: Must possess 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.

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.** 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.