



EMPLOYMENT OPPORTUNITY

Public Works/Engineering Aide

- LOCATION:** Lake Stevens Permit Center
- DATE OPEN:** Friday, November 20, 2009
- DATE CLOSED:** Friday, December 11, 2009 @ 5:00 p.m.
- SALARY:** 2010 Salary Range: \$3,627 - \$4,544/month; DOQ plus excellent benefits!
- STATUS:** Non-Union/Non-Exempt/Full-Time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Public Works/Engineering Aide performs paraprofessional engineering, and a variety of advanced administrative or project support and office coordination services for the Public Works Director. Paraprofessional engineering tasks could include record keeping, drafting, research, and review of documents, preparing maps, and other duties. Project support and office coordination services could include maintaining schedules, rosters, filing systems, databases, inventories, and conducting research. Work is performed under the direction of the Public Works Director for meeting the requirements of specific tasks.

QUALIFICATIONS:

Knowledge of:

- ✓ The terminology, methods, and practices of engineering, drafting, surveying and mapping, and skill in their application;
- ✓ The terminology of public works engineering, and familiarity with their application;
- ✓ Basic survey techniques, intermediate computer-aided drafting skills;
- ✓ Electronic and manual record keeping, indexing, archival and retrieval systems;
- ✓ General office practices and procedures and skill in the use of a variety of office equipment including but not limited to copier, fax machine, typewriter, and ten-key paid.

Ability to:

- ✓ Organize, prioritize, and multi-task;
- ✓ Use computer programs such as computer-aided drafting and mapping software and a variety of personal computer programs such as word processing, spreadsheets, databases and other miscellaneous engineering and general purpose programs;
- ✓ Read and understand engineering plans and specifications;
- ✓ Record and maintain confidential information;
- ✓ Accurately prepare reports and statistical information;
- ✓ Create and implement systems and procedures to track projects and inventory;

- ✓ Establish and maintain effective working relationships with the general public, elected and appointed officials and City employees. Maintain a customer service orientation, be courteous and diplomatic in the exchange of information and present a positive image of the City in a variety of circumstances;
- ✓ Communicate effectively verbally and in writing;
- ✓ Organize, file, retrieve and purge various department records.

EDUCATION:

- ✓ High school diploma or G.E.D.
- ✓ College level course work in engineering and administration or associated field is required.

EXPERIENCE:

- ✓ Two years experience dealing with public contracts or records management.
- ✓ Two years experience in surveying or drafting.
- ✓ Construction or Public Works experience is preferred, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities.

CERTIFICATION OR LICENSE REQUIRED:

- ✓ Possession of a valid Washington State Drivers License.
- ✓ First-Aid/CPR Certification.

APPLICATION AND SELECTION PROCEDURE:

Applicants must complete and submit a City application and resume before the closing date. Those applicants who most closely meet the requirements of the position may be invited to take part in competitive oral interviews and/or competitive examination that may include a computer software knowledge test. Background checks are conducted on all applicants who are selected to continue in the post-offer process.

This City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability, or any other basis prohibited by federal, state, or local law.
