Lewis County Employment Opportunity

Division: Environmental/Drafting | Position: Engineer Tech III

Who May Apply: All Qualified Applicants
Employment Status: Regular Full-Time
Salary Range: Grade 20: $3,661 – $3,846 (DOQ)
Full Salary Range: Grade 20: $3,661 - $4,923/mo.
Posting Opens: May 7, 2015
Closing Date: Open until filled
First Screening: 5/29/2015

DEPARTMENT / OFFICE
This position is available in the Environmental Division of Public Works at 2025 NE Kresky Ave, Chehalis.

POSITION SUMMARY
This is an FLSA non-exempt represented position by AFSCME within the Public Works Department. An Engineer Tech III performs a variety of complex technical work in support of the Public Works Department (PWD). This position is specifically in Environmental Planning, a division of Engineering Services. Principle duties include utilizing AutoCAD Civil 3D to develop project layouts, stationing, profiles, labeling, dimensioning, sheet layout, quantities, design details and other appropriate design considerations. Produce quality plans from verbal instructions and interpret plans from other engineering related disciplines (survey, drainage, grading, paving, etc.). Additional duties include but not limited to using a multitude of mapping software, including GIS, report writing and editing of technical reports, and assisting with engineering support for construction inspection and technical administrative work, as needed. Some field work may be required. Duties may vary according to job assignment.

HOW TO APPLY
Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Public Works Department
2025 NE Kresky Avenue
Chehalis, WA 98532

Application packets may be requested by calling (360) 740-2660. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

NOTE:
The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

WHO MAY APPLY
This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation and possess the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS
The following items are REQUIRED for your application to be considered complete and for you to be considered for this recruitment. Note: ALL sections of the application must be complete. “See resume” is not acceptable.

✓ Lewis County Employment Application
✓ Authorization to Release Information
✓ Cover Letter
✓ Resume
✓ Proof of education as required
✓ Specific technical training and certifications are required

All application materials must be received in the Public Works Department. Late applications will not be accepted. Applications may be emailed to Lara.Seller@lewiscountywa.gov or faxed to 360-740-1499 providing a signed hard copy follows within 5 business days.

MINIMUM REQUIREMENTS

- Associate’s Degree in Engineering, Computer Science or related field; AND two (2) year’s experience as an Engineering Technician.
- Technical knowledge of AutoCAD operations in an engineering specialty
- Working knowledge and experience in Civil Design, Design Review & Design Supervision with knowledge and appreciation of the associated mathematics.
- Civil3D expertise is required.
- Good communication skills.
- Valid Driver’s License.

Desirable Qualifications:

- Experience in developing or submitting plans for WDFW HPA’s, Dept. of Ecology, stormwater permits, and US Army Corps of Engineers permits.
- Knowledge of Federal, State, and County laws, regulations, policies, and procedures governing public works projects, including County Road Administration Board (CRAB) regulations and standards.

NOTE:
Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.