



# Employment Opportunity

Kittitas County, Washington

**POSTED: 4/17/2019**

**CLOSES: Open Until Filled**

## DESIGN/CONSTRUCTION ENGINEER IN TRAINING

The current vacancy in Public Works is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. The Design/Construction Engineer in Training performs the full range of professional engineering office and field work involving the design of Public Works projects, construction inspection, surveying, project management and drafting under the direction of the Engineering Services Manager. Anyone who meets the qualifications stated below may apply. Screening will commence on 4/30/2019 and continue until a suitable candidate has been found.

**SALARY RANGE:** \$5,128- \$6,901 per month.

### ESSENTIAL FUNCTIONS

- Use Autodesk AutoCAD Civil 3D to perform moderate to difficult design work preparing maps, contract plans, quantities, roadway models, deeds, descriptions, exhibits, records, or surveys under the direct supervision of the Engineering Services Manager.
- Act as the lead inspector for all County road projects and road permit operations to ensure compliance on County projects including bridge construction, road reconstruction, hydraulic improvements, and private developments in accordance with contract plans, specials, and other associated standard specifications. Occasionally serve in place of the Engineering Services Manager when necessary.
- Facilitate maintenance of the County's bridge inspection records, which includes performing routine and in depth inspections of all types of bridges and culverts for deficiencies and maintenance items that require repairs.
- Serve as the second inspector during annual bridge program inspections.
- Design and prepare various project contract Plans, Specifications, and Estimate documents for Public Works projects including bridges, roads, storm drains, hydraulic improvements and others as identified.
- Research project design requirements, perform calculations and prepare estimates of time and material costs in accordance with WSDOT, FHWA, AASHTO and other engineering manuals, and Kittitas County Code.
- Review Private Development plans to ensure consistency with master plan, federal codes and standards, state/federal/county design criteria, and other special conditions.
- Serve as a resource and mentor to ETI, ETII, ETIII and other staff members who need assistance and guidance.
- Perform a variety of office and field tasks related to design and construction of Public Works projects such as preliminary research, document preparation, field inspection, and quality control.
- Make and check computations and record field data.
- Prepare engineering design, field reports, and other related documents.
- Maintain project design and construction document files to ensure compliance with State and Federal Auditor requirements.

Kittitas County is an Equal Opportunity Employer

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- Answer inquiries from contractors, engineers and the general public.
- Process project closeout documentation with State Departments of Labor and Industries, Revenue and Employment Security.
- Maintain Field Note Records, materials documentation, and process Progress Pay Estimates on Public Works Projects.
- Prepare and present materials to non-technical groups and project stakeholders in a clear manner.
- Assist the survey crew with gathering field data for mapping, topographic survey, lay-out, and construction staking.
- Operate Total Station, GPS, level, and other survey instruments in the performance of control, preliminary, and construction surveys, monument checks and related projects.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

### **MINIMUM QUALIFICATIONS**

- AA or Bachelor's Degree in Engineering Science, Construction Management or related field; OR adequate work experience supporting an Engineer in Training Certificate (EIT) , also known as a Fundamentals in Engineering Certificate (FE); or the ability to obtain within one (1) year of hire.
- Valid Washington State Driver's License with no more than two (2) moving violations within the past two (2) years.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to acquire and maintain a Washington State flagger's card and first aid certification within the first six (6) months of hire.
- Ability to respond to common inquiries or complaints from customers, contractors, regulatory agencies, etc. in a professional manner.
- Clear and concise verbal and written communication skills.
- Effective interpersonal and problem-solving skills.
- Proficient with computers, to include Microsoft Office Suite, CAD/3D Modeling Software, and GIS applications, and ability to learn other programs specific to the department and/or County quickly.
- Ability to establish and maintain effective working relationships with elected County officials and staff, other Board of County Commission departments, local governmental officials, employees and the public.
- Ability to prepare, organize and maintain field and office data, reports and systems.
- Ability to read, analyze and interpret State and Federal regulations and County policies, procedures, and standards.
- Ability to teach and/or guide others in proper Engineering Design and Construction Inspection techniques and procedures.
- Ability to work independently and contribute to a team.

### **PREFERRED QUALIFICATIONS**

- Four (4) years of senior construction inspector experience.
- Four (4) years related work experience utilizing computer-aided design software such as Autodesk

AutoCAD Civil 3D, or Bentley Microstation and InRoads.

- Background in Civil Engineering, Computer Automated Drafting, Construction Management, or Surveying.
- Knowledge in WSDOT, FHWA, and AASHTO specifications.
- Certified Bridge Inspector by the State of Washington.

## **WORKING CONDITIONS**

Duties will be performed in an office environment and outdoors with exposure to inclement weather including temperature extremes and dusty/windy conditions. The position also requires the following: Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift up to 50 pounds and occasionally higher with assistance; hearing and speech to communicate clearly in person or over the telephone; ability to stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp and reach with arms and legs; close, distance, color and peripheral vision, depth perception, and the ability to adjust focus; and physical ability to safely move about construction sites and traverse rugged or uneven terrain. Occasional exposure to high, precarious places, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level is usually loud in the field and moderately quiet in the office. Safety rules and regulations must be adhered to at all times; PPE must be worn when required for employee safety.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which may include evenings and weekends. Extensive travel within the county is required, including remote locations. Must be able to safely operate a motor vehicle in all types of weather and all levels of light.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **APPLICATION PROCESS**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References
5. Supplemental Exam Answers

## **SUPPLEMENTAL EXAM QUESTIONS**

1. Please describe your experience working with automated drafting software and/or geospatial software.
2. Please describe any seasonal, part-time or full-time construction experience.