



## **CIVIL ENGINEER 2 – STRUCTURAL (Job #2987)**

### **Planning and Land Services, Building Division**

**SALARY RANGE: \$27.36 - \$35.04 Per Hour**

**CLOSING DATE: Must be received by 4:30 p.m., March 7, 2005**

### **NATURE OF WORK**

This is advanced work in civil and structural engineering with an emphasis on construction engineering. Employees in this classification are responsible for performing engineering analysis of structural design, interpreting and applying codes and regulations and reviewing and evaluating proposals for new materials. Other duties assigned include a variety of complex engineering work associated with the planning, location, design, construction, operation, structural, or maintenance of engineering projects. Incumbents independently perform difficult tasks and lead Plans Examiners in the performance of related but less complex duties. Work is assigned with general instructions and objectives by an administrative supervisor or Civil Engineer of a higher classification who provides assistance when difficult or unusual problems are encountered. Work is reviewed for compliance with established policies or standards and evaluated on the basis of reports, discussion and results obtained. Incumbents have broad-based knowledge of engineering principles and practices and can be rotated to different jobs with a minimal amount of training.

### **ESSENTIAL FUNCTIONS**

Reviews and analyzes residential and commercial structures, including truss shop drawings, and verifies structural integrity for natural disasters. Checks all required structural members to assure compliance with State, Federal and County laws. Communicates with staff and the general public regarding departmental policies and procedures. Provides technical advice regarding engineering-related problems or projects to the public and the builders. Reviews complex structural information and plans requiring knowledge of structural engineering principles; perform engineering analysis of structural designs and related features of construction plans. Researches and resolves issues and questions from the public and design professionals related to building structures. Plans, assigns and assists technician and lower-level engineers in construction project inspection and administration. Reviews development projects for compliance with County ordinances, state and federal statutes and regulations, and adopted standards and county policy. Provides input for preliminary budget information for personnel and capital outlay needs. Plans, coordinates and manages development of systems for the County including administration of contracts and agreements with consultants. Communicates with staff and the general public regarding departmental policies and procedures. Provides technical advice regarding engineering-related problems or projects to the public and the builders. Provides public testimony to hearing examiners, boards, commissions, elected officials and the public on projects or cases being reviewed by the department. Develops and maintains scheduling charts and works with others to determine critical tasks; coordinates tasks being done by other divisions to facilitate completion of projects. Researches and resolves issues and questions from the public and design professionals related to building structures. Calculates and verifies pay quantities for proper payment for contracted services; reviews calculations and accuracy of submittals. Assists in value engineering work for applicable projects.

### **RECRUITING REQUIREMENTS**

Planning and Land Services, Civil Engineer - Structural: Three years of progressively responsible experience related to review of building plans for structural building code compliance and a four-year degree with major course work in structural engineering or substituting for the degree an additional 4 years experience directly related to the position which demonstrates the ability to perform the essential functions of the position AND have the I.C.C. Plans Examiner certification. A Professional Engineer's license is desirable. **Special Note:** All Civil Engineer positions require satisfactory physical condition as evidenced by a County-approved physical examination may be required prior to appointment to the position and Union membership within 30 days.

# **SUPPLEMENTAL QUESTIONNAIRE**

## **Job Title (Job #2987)**

Instructions: This questionnaire is part of the examination process and is mandatory. On a separate sheet(s) of paper or separate document, describe in detail your past work experience and education in the following areas. List your employer and dates of employment separately for each question.

1. Describe your experience and background analyzing structural design, interpreting and applying codes and regulations and reviewing and evaluating proposals for new materials.
2. Describe your experience and background reviewing and analyzing residential and commercial structures, including truss shop drawings.
3. Describe your experience verifying structural integrity for natural disasters.
4. Describe your experience ensuring all members are in compliance with State, Federal and County laws.

### **APPLICATION AND SELECTION PROCESS**

To be considered for this classification, applicants must complete and submit a signed Pierce County employment application form and a written response to the supplemental questions listed above by the closing date to the Pierce County Human Resources Department, 615 South 9th Street, Suite 200, Tacoma, WA 98405-4670. A separate application must be submitted for each job number for which you are applying. Photocopies with original signatures are acceptable. A resume in lieu of the application form and supplemental questionnaire is not acceptable. Notify the Human Resources Department immediately of any address or telephone change.

This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

Pierce County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify the Human Resources Department at (253) 798-7480 of the accommodation needed, preferably at the time of application, but at least two days prior to the date needed.

**Human Resources Department (253) 798-7480    Job Information Line (253) 798-7466    TDD: (253) 798-3965**  
**pchumanresources@co.pierce.wa.us    <http://www.piercecountywa.org/jobs>**

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## **EQUAL EMPLOYMENT OPPORTUNITY**

Pierce County is committed to a policy of equal employment opportunity regardless of race; religion; color; national origin; age; sex; physical, mental or sensory disability; or veteran status. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

## **BENEFITS**

**VACATION LEAVE:** Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Vacation accrues at the rate of 12 days per year initially, up to a maximum of 30 days per year.

**SICK LEAVE:** Employees receive six days of sick leave upon completion of 13 pay cycles. Sick leave is accrued at the rate of one day per month.

**HOLIDAYS:** Pierce County employees enjoy twelve paid holidays.

**MEDICAL COVERAGE:** Excellent choices of medical plans which include vision and prescription drug coverage are available for the employee and dependents.

**DENTAL COVERAGE:** Our dental program includes orthodontic coverage for employees and dependents.

**LIFE INSURANCE:** County paid life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employee's expense.

**RETIREMENT:** Pierce County employees participate in the Washington State Public Employees Retirement System (PERS). Employees and the County contribute jointly to the plan.

**SOCIAL SECURITY AND INDUSTRIAL INSURANCE:** Employees are covered by Social Security and the State Industrial Insurance Act.

**IN ADDITION:** Pierce County offers its employees an Employee Assistance Program, access to a credit union, two Deferred Compensation Programs, a Wellness Program, a child care referral service, a variety of on-going training programs, an Employee Suggestion Award Program, Long Term Disability Insurance, commuting assistance including bus and vanpool subsidies, direct payroll deposit, and U.S. Savings Bonds through payroll deduction.

**PART-TIME EMPLOYEES** receive pro-rated benefits.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.



# Pierce County

## Human Resources Department

615 South 9th Street #200  
Tacoma, WA 98405-4670  
(253)798-7480/Fax (253)798-7489  
TDD (253)798-3965

### EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. SIGN AND DATE THE APPLICATION.  
AN INCOMPLETE APPLICATION MAY AFFECT YOUR ELIGIBILITY OR EXPERIENCE CREDIT.

#### GENERAL INFORMATION

POSITION FOR WHICH APPLYING:		JOB #:	
Last Name		First Name	
Mailing Address		City	
Home Phone		Work Phone	
Cell Phone		Email Address	
Middle Initial		State	
Zip			

Are you now or have you ever been employed by Pierce County Government?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, complete the following:
Job Title	Department	Dates Employed		

Do you have any relatives working for Pierce County Government?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, complete the following:
Name(s)	Relationship(s)	Department(s)		

Washington State labor laws restrict some employment from persons under 18 years of age. Are you at least 18 years old?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no what is your birth date?		/	/

Can you perform the essential functions of this job with or without a reasonable accommodation? (See job announcement for essential functions)

Yes  No

If you have been arrested with charges still pending, or convicted, or released from prison within the last 10 years, explain below. Crimes which reasonably relate to this job will not necessarily be considered a bar from employment.

Date	Charge	Sentence	Remarks

#### VETERANS' PREFERENCE/SCORING CRITERIA

Pierce County gives veterans' scoring criteria in accordance with State Law to veterans honorably released from active military service. Do you claim veterans' preference scoring criteria? Yes  No  If yes, complete the following items. (Proof of veteran status will be required to award scoring criteria.)

Are you retired from military service and receiving veterans' retirement payments? Yes  No

All dates of active duty: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Have you ever obtained employment through the use of veterans' preference or veterans' scoring criteria? Yes  No

If yes, where \_\_\_\_\_

Have you received the Armed Forces Expeditionary Medal, the Marine Corps and Navy Medal for opposed action on foreign soil, or the Southwest Asia Service Medal? Yes  No

#### EDUCATION

Did you graduate from high school or receive a GED certificate? Yes  No

Name of college, university, vocational school	Major	Full Years Completed	Title Degrees Conferred	Credit Hours

Professional Licenses & Certification	Type of License	Issuing State	Number	Expiration Date

PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

## EMPLOYMENT HISTORY

LIST YOUR WORK EXPERIENCE FOR AT LEAST THE LAST 10 YEARS INCLUDING SELF-EMPLOYMENT, MILITARY SERVICE, VOLUNTEER WORK AND PERIODS OF UNEMPLOYMENT AND ANY RELATED EXPERIENCE BEYOND 10 YEARS. ATTACH ADDITIONAL SHEETS IF NECESSARY. BE AS COMPLETE AS POSSIBLE IN OUTLINING THE DUTIES OF EACH POSITION. FAILURE TO DO SO MAY AFFECT THE CREDIT YOU RECEIVE FOR EXPERIENCE.

### MOST RECENT EXPERIENCE

Employer									
Address									
Position				Hours worked each week			Starting salary		Last salary
Total years/months		From	____/____/____		To	____/____/____		No. of employees you supervised	
Supervisor					Phone	( )	-		
Specific duties									
Reason for leaving or considering change									

### OTHER EXPERIENCE

Employer									
Address									
Position				Hours worked each week			Starting salary		Last salary
Total years/months		From	____/____/____		To	____/____/____		No. of employees you supervised	
Supervisor					Phone	( )	-		
Specific duties									
Reason for leaving or considering change									

### OTHER EXPERIENCE

Employer									
Address									
Position				Hours worked each week			Starting salary		Last salary
Total years/months		From	____/____/____		To	____/____/____		No. of employees you supervised	
Supervisor					Phone	( )	-		
Specific duties									
Reason for leaving or considering change									

## AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I authorize my current or former employers and all schools or educational and technical institutions which I have attended to provide Pierce County representatives any information regarding my current or former employment, scholastic records or ratings. I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts.

I am willing to submit to a pre-employment physical examination, including controlled substance testing, if required.

I understand that as a condition of employment I must provide documentation to prove my eligibility to obtain employment along with personal identification information as required by the Immigration Reform and Control Act of 1986.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## EQUAL EMPLOYMENT OPPORTUNITY

Pierce County is committed to a policy of equal employment opportunity regardless of race; religion; color; national origin; age; sex; physical, mental or sensory disability; or veteran status. For this purpose, we would appreciate your providing the information below. This is entirely voluntary and will be maintained **CONFIDENTIALLY** and separate from personnel files. No adverse action will result from failure to furnish requested information. The information gathered herein will not be provided to supervisors, the appointing authority, or other departmental employees. It will be used for monitoring and for Federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Pierce County in ensuring equal employment opportunities for all applicants.

**NAME:**

**SSN:**

(Disclosure of your SSN is voluntary. If you elect to provide it, we will only use it for applicant tracking.)

**SEX:**  Male  Female

**AGE OVER 40:**  Yes  No

**ETHNIC GROUP:** If you are of more than one race, please indicate one group only for recordkeeping purposes.

White

Black

Hispanic

Asian or Pacific Islander

American Indian or Alaskan Native

Please identify name of the enrolled or principal tribe: \_\_\_\_\_

**DISABLED:**  Yes  No **DISABLED VETERAN:**  Yes  No

**VETERAN:**  Yes  No

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### DEFINITIONS

Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.

**White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.

**Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Disabled:** People with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled Veteran:** All persons entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

## REFERRAL SOURCE

**Check all that apply:**

- Newspaper: Name \_\_\_\_\_
- Pierce County Job Information Line
- Internet
- Job Fair: Name \_\_\_\_\_ Location \_\_\_\_\_
- Word-of-Mouth
- Announcement in Pierce County Human Resources Office
- Public Access Television
- County Employee
- Other: Identify \_\_\_\_\_