

OPEN



**ENGINEERING TECHNICIAN
APPRENTICE (Extra-Help)
Posting No. 05-033**

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

(updated 02.11.05)

EMPLOYMENT OPPORTUNITY

OPENING DATE: February 7, 2005
CLOSING DATE: Open until filled (cut-off dates
are each Friday, 4:30 p.m.)
FLSA STATUS: Non-Exempt

SALARY RANGE: \$10.00/hour; no benefits;
(PERS only)

DEPARTMENT: Engineering

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

Note: This recruitment may be used to fill up to 20 extra-help vacancies; no benefits (PERS only), period of employment is less than 5 months.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application
- Supplemental Application

FAILURE TO SUBMIT THE REQUIRED MATERIALS LISTED ABOVE MAY ELIMINATE YOUR EMPLOYMENT APPLICATION FROM CONSIDERATION.

EXAMPLES OF DUTIES

Assists on survey crew as brush cutter, stake-driver or flag person and performs various survey duties as instructed.

Assists on construction inspection crew; as ticket writer/receiver, load counter or other duties as directed by the supervising inspector. Assists materials inspector in taking samples.

Performs limited mathematical calculations such as computing elevations from survey field notes.

Plots road profile and cross section elevations, measures cross section end areas with a planimeter; traces and draws on less complex engineering drawings; operates calculators (EDP equipment) and various drafting equipment.

Performs inventories, data gathering, checking and input for systems such as traffic, drainage,

GIS, GPS. Works with CRIS, GIS systems on data input and output regarding inventory system. Researches records for past inventories, sorts and analyzes. Locates, identifies, photographs, categorizes, measures, and otherwise describes various aspects of the management system that may include guardrail, drainage, utilities, signs and other objects. Performs calculations, traffic counts, or other engineering analyses as necessary to determine the adequacy of these items.

Installs traffic control signs and pavement markings, and maintenance of electrical control devices.

Picks up and delivers plans, equipment, supplies, etc., by foot or vehicle.

Performs other related duties as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE:

Any experience or training which displays an ability to perform the work, or – coursework in mathematics (arithmetic, algebra and geometry) or engineering.

LICENSE: Valid driver's license.

SELECTION FACTORS

Ability to:

- make mathematical computations using arithmetic, algebra and geometry.
- learn to apply the concepts of trigonometry and physics as required by the position.
- learn to hand letter neatly and legibly in ink or in pencil.
- understand and closely follow verbal and written instructions.

See other side for important additional information

1229 WEST MALLON, SPOKANE, WA 99260-0230
Phone: (509) 477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS www.spokanecounty.org
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Ability to (continued):

- learn technical engineering procedures.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION PROCESS:

Initial screening will be solely based on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority based on your qualifications will review your application materials. The hiring authority may interview top candidates. This process may be subject to change.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.

NOTES

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

