



INTERNAL

JOB POSTING # 21-026

ENGINEER'S ASSISTANT

Engineering Department

HOURLY RATE: \$19.02 – \$20.18

Position Closes: January 19, 2021 at 5 p.m.

Under direction of City Engineer assists in preparing complex designs. Supervises and participates in field survey and drafting work. Manages, conducts training and evaluates temporary and part-time staff. Performs other duties as assigned.

Essential Job Functions:

Conducts surveys; Prepares complex designs and conducts mathematical calculations; Estimates project costs and material needs; Works with consulting engineers, contractors, officials and public in resolving problems or providing information regarding public works constructions projects; Inspects public works projects in progress and upon completion to ensure that contractors have complied with specifications for materials and designs; Trains and supervises personnel; Maintains records and prepares reports concerning inspection, survey and drafting activities; Participates in special studies as needed; Researches property ownership and legal descriptions; Provides input to the formulation of long-range estimates and projections of public works and engineering activities; Responsible for efficient and safe operation, care and appearance of assigned equipment. Performs other duties as assigned.

Training, Experience and/or Other Requirements

Three (3) years of higher education in civil engineering; two (2) years' experience drafting with AUTOCAD, surveying, construction or related field; **Acceptable Equivalency:** Any equivalent combination of experience, training, and/or education to conduct the essential functions of the position.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) High School diploma or equivalent, 2) Valid driver's license 3) satisfactory driving record and 4) proof of eligibility to legally work in the U.S. The successful applicant will be required to take and pass a pre-employment drug screen and background investigation.

Applications may be picked up at City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, Texas 78363. For more information call 361-595-8017 or e-mail: hadmin@cityofkingsville.com EOE.

Posted: January 12, 2021
9:45 a.m.