



JOB POSTING # 19-003
ENGINEER'S ASSISTANT
Engineering/Public Works Department

HOURLY RATE: \$18.37 – \$20.08
Position Open Until Filled

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 King'sville'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) possession of a 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 King'sville-Human Resources, 400 W. King Avenue, King'sville, Texas 78363. For more information call 361-595-8017 or e-mail: hadmin@cityofkingsville.com EOE.

Posted: October 4, 2018
4:45 p.m.