LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Public Works**

Position: **Assistant County Engineer**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular/Full-Time**

Salary Range: **Grade 32: $6,753 – $7,094** (DOQ)

Full Salary Range: **Grade 32: $6,753 - $9,082/mo.**

Posting Opens: **October 30, 2017**

Closing Date: **November 15, 2017 at 4:00PM**

DEPARTMENT / OFFICE
This position is available in the Lewis County Public Works Department, 2025 NE Kresky Avenue, Chehalis, WA

POSITION SUMMARY
Responsible for the management, and technical oversight of the Engineering Division. Serves as the County Engineer in the absence of the County Engineer. Serves as a member of the Public Works Management Team and interacts with representatives of other county departments, WSDOT, and representatives from local cities and organizations. Responsible for organizing, planning, directing, and coordinating activities of the Engineering Division, and manages and directs the daily activities of the Engineering Design/Permitting, Construction Engineering and Survey Divisions. Duties may vary according to job assignment. See www.lewiscountywa.gov/jobs for complete job description and requirements.

HOW TO APPLY
Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

**Lewis County Public Works Department
2025 NE Kresky Avenue
Chehalis, WA 98532**

Application packets may be requested by calling (360) 740-2660. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY
This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

MINIMUM QUALIFICATIONS
- Bachelor's Degree in Civil Engineering, or related field; AND five (5) year's professional civil engineering experience.
- Must be a Professional Engineer with Washington State Board of Registration; OR by the technical board of another state, with the ability to obtain Washington Registration within one year of employment.
- Valid Driver's License.

Desirable Qualifications:
- Knowledge of Federal, State, and County laws, regulations, policies, and procedures governing procurement
- Principles of administrative management, including personnel rules, strategic planning, budgeting and effective employee supervision

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APPLICATION REQUIREMENTS
The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization *to* Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Proof of education as required**

All application materials must be received in the Public Works Department. Late applications will not be accepted. Applications may be emailed to Lara.Seiler@lewiscountywa.gov or faxed to 360-740-1499 providing a signed hard copy follows within 5 business days. If completing the application online, hard copies are not necessary.

Note: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.