



# Lewis County Employment Opportunity

Division: Design | Position: Engineer Tech III

Who may Apply: Any Qualified Applicant

Employment Status: Regular full-time

Salary Range: Grade 20: \$3,705 – \$3,892 (DOQ)

Full Salary Range: Grade 20: \$3,705 - \$4,982/mo.

Posting Opens: May 20, 2016

Closing Date: Open until filled

First Screening: June 8, 2016

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## DEPARTMENT / OFFICE

This position is available in the Engineering Division of Public Works at 2025 NE Kresky Ave, Chehalis.

## POSITION SUMMARY

This is an FLSA non-exempt represented position by AFSCME within the Public Works Department.

An Engineer Tech III performs a variety of complex technical work in support of the Public Works Department (PWD). This position is specifically in the Engineering Division of Public Works. Assist in the design of public works construction projects using AutoCAD Civil 3D in accordance with all current design standards. Accurately develop engineering drawings including horizontal and vertical alignments using current engineering software and computer drafting technology. Assist in project management duties including: updating the project schedule, and coordinating project issues with consultants, State and Federal agency personnel, and other county staff. Function as an inspector on construction projects. Some field work may be required.

Duties may vary according to job assignment.

## HOW TO APPLY

Online application process, application materials and job description are available at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application packet between 8:00AM – 5:00PM from:

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

Application packets may be requested by calling 360.740.1123. Please note: there may not be sufficient time for the packet to be mailed and returned by the screening date.

All application materials must be received in the Public Works Department. Late applications will not be accepted. Application materials may be emailed to [Lara.Seiler@lewiscountywa.gov](mailto:Lara.Seiler@lewiscountywa.gov) or faxed to 360.740.1499 providing a signed hard copy follows within 5 business days. If following the online application process no hard copies need to be mailed.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation and possess the knowledge, skills and abilities as identified in the job description.

## APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Specific technical training and certifications are required, depending on area of responsibility**

## MINIMUM REQUIREMENTS

- Associate's Degree in Engineering, Computer Science or related field; AND two (2) years' experience as an Engineering Technician.
- Technical knowledge of AutoCAD operations in an engineering specialty
- Working knowledge and experience in Civil Design, Design Review & Design Supervision with knowledge and appreciation of the associated mathematics.
- Good communication skills.
- Valid Driver's License.

## Desirable Qualifications:

- Civil Engineering education/experience
- Surveying Practices and Principles
- Knowledge of Federal, State, and County laws, regulations, policies, and procedures governing public works projects, including County Road Administration Board (CRAB) regulations and standards.

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## NOTE:

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.

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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.