



Lewis County Employment Opportunity

Division: **Engineering** | Position: **Engineering Assistant**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Casual/Extra Help**

Salary Range: **\$10.90/hr. - \$13.49/hr. (DOE)**

Posting Opens: **September 26, 2016**

Closing Date: **Open until filled**

DEPARTMENT / OFFICE

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

POSITION SUMMARY

This is a non-represented temporary, as needed extra help position that assists with basic technical work in support of Engineering services. Programs include: survey, design/drafting, environmental, and technical administrative work. May assist with contract administration, project filing, quantity calculations, data entry, data collection, and construction project staking.

Duties may vary according to job assignment. Please see job description for additional duties and responsibilities.

HOW TO APPLY

Application materials and job description are available at 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.

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.

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**
- ✓ **Please make sure to indicate your availability date on your application**

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 or faxed to 360.740.1499 providing a signed hard copy follows within 5 business days. *If completing the application using the online process, hard copies are not necessary.*

MINIMUM REQUIREMENTS

- 18 Years of Age or Older
- Valid Driver's License
- Engineering background or enrollment in engineering classes preferred.

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.

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.