



MARION COUNTY

Employment Opportunity

Civil Engineering Associate 1 – Capital Projects

Recruitment #: 305-2024-1

Typical Work Schedule: Monday – Friday, days (some flexibility, as needed)

Information about Marion County: <http://www.co.marion.or.us/BS/HR/Documents/NeoGov/County%20Info.pdf>

Information about the department: <http://www.co.marion.or.us/PW/Pages/default.aspx>

Marion County Public Works oversees a diverse array of programs including the County Road Transportation System, Ferries, Surveyor's Office, Land Use Planning, Building Inspection, Solid Waste Management, Environmental Compliance, County Parks, County Fleet, County Communications, Service Districts, and Emergency Management. Public Works is a community partner and an integral part of the Marion County enterprise, dedicated to providing superior customer service that has earned the public's trust by demonstrating integrity, excellence in leadership, professionalism, and efficiency.

THE POSITION

GENERAL STATEMENT OF DUTIES

Applies a wide range of civil engineering principles and methods in carrying out assignments. Utilizes a variety of oral and written skills to communicate with county personnel and the general public. Work requires flexible hours including evenings.

SUPERVISION RECEIVED

Works under the supervision of the County Engineer, Civil Engineering Supervisor, or designee.

SUPERVISION EXERCISED

Supervision is not a responsibility of positions in this class. However, incumbents may occasionally act as lead worker.

MINIMUM REQUIREMENTS

EXPERIENCE AND TRAINING

1. A Bachelor's Degree in Civil Engineering, Environmental Engineering, or a closely related engineering degree; AND
2. One (1) year of experience applying engineering theory, principles, and methods. (Depending on the position experience in a specialized field may be required i.e., design, traffic environmental), OR
3. Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Marion County.

SPECIAL REQUIREMENTS

- Possess, or obtain registration as an Engineer in Training (EIT) within six months of date of hire. The requirement for the EIT (FE) may be waived if the applicant possesses a master's degree (or higher) that is highly pertinent to the specific position or possesses a unique combination of work experience and skills that are especially pertinent to the needs of the position.
- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and

Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.

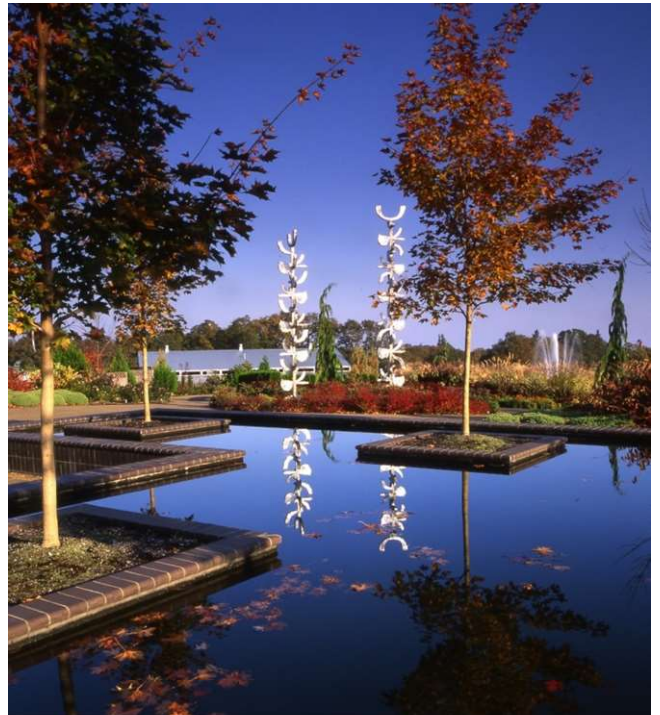
- The finalist for this position will be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- This assignment is represented by a union.
- This is a full-time position, which is eligible for overtime.
- Typical Work Schedule: Monday - Friday 8:00 a.m. - 5:00 p.m.

PHYSICAL REQUIREMENTS

Operates a motor vehicle safely; stands; sits may be continual at times; moves about the work area; climbing stairs 1 floor; bends forward; stoops; reaches overhead; crawls on hands and knees; lifts, carries up to 50 lbs. for up to 50 feet unassisted; pushes and pulls up to 50 lbs.; work is performed in a field environment or a simple office structure; office work includes the use of a computer using word processing and email programs or programs specific to the position; work in inclement weather conditions in a safe manner; may work unusual hours at times; sometimes working in close proximity to roadway traffic; must be able to traverse rough and uneven terrain; may work on uneven ground or wet ground in active construction sites, works safely among moving traffic and construction equipment; operates field instruments; moves carts weighing up to 150 lbs.; operates a keyboard; uses rapid mental/hand/eye coordination; uses depth perception; speaks clearly and audibly; reads a 12 pt. font; distinguishes colors and shades; hears a normal level of speech and able to discern traffic speeds, proximity, moving traffic, and construction equipment; works in areas that may be exposed to heat, cold, humidity, smoke, dust, vibration, and noise.

JOB DUTIES

- Performs preliminary and final engineering design using applicable computer software.
- Develops cost estimates, prepares plans, and specifications for county and federal public works improvement projects, including roads, storm drains and sanitary sewers.
- Produces preliminary and final design drawings using Computer Aided Drafting (CAD) software.
- Assists with grant applications including preliminary estimates, federal prospectus, and environmental scoping.
- Provides construction support and guidance on Capital Projects; responds to contractor issues and change order requests in support of the project engineers.
- Maintains Marion County Engineering Section's CADD standards, file management system, drafting templates, and standard drawings and details; develops new standards as needed.
- Reviews the work of others; assists and trains others in the operation of CADD and design software applications.
- Performs other engineering tasks, as needed, including verification of field conditions for use in design, coordination of utility locates, review of construction submittals, development of quantity estimates, construction cost estimates, scheduling and final acceptance reports, and related assignments.



- Function as a project coordinator for less complex projects in various stages of development in support of Project Engineers and the Capital Projects Manager.
- Operates a motor vehicle in the performance of duties; maintains a current Oregon Driver's License (within 30 days of hire) and an acceptable driving record.
- May participate in basic incident command training and drills to maintain proficiency in supporting ECC activities, including carrying out field work in connection with ECC operations. May be assigned clerical/support, incident liaison, or other duties at any location within or near the county. Emergency Management duties may require working long hours outside normal business hours, weekend/holiday work, and may occur with little or no advance notice.

HOW TO APPLY

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

Marion County does not accept mailed, delivered, faxed, or e-mailed applications.

If you have questions about this position, please call (503) 566-3949 or e-mail HRRrecruitment@co.marion.or.us

KNOWLEDGE, SKILLS AND ABILITY

Knowledge of civil engineering principles and methods, with special reference to public works facilities at the level of local government; civil engineering materials and methods of construction; engineering aspects of land use and development; modern traffic engineering principles and practices.

Skill and ability to do complex calculations, prepare cost estimates, plans and specifications; effectively communicate orally and in writing with engineers, planners, developers and members of the general public; engage in creative problem solving and to blend theory with practical application; establishing and maintaining cooperative relationships with coworkers, other jurisdictions, and the general public, including significant interpersonal skill in defusing emotional and/or adversarial situations; and use CAD and other engineering related computer software; conduct engineering analyses and impact studies; use complex computer software for analysis and modeling; prepare and make presentations; work safely in and around traffic, and in weather extremes.

COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program.

The wage range for this position is \$30.33 to \$40.69 hourly with initial wages dependent upon the qualifications and experience of the candidate selected. This is a union represented, non-exempt, full-time position, which is eligible for overtime.

Benefits Include:

Insurance Coverage

- ✓ Medical, prescription, vision and dental plans covering employees and dependents with low employee premium share
- ✓ Employer-paid basic life insurance
- ✓ Accidental death and dismemberment plans
- ✓ Employer-paid long-term disability plan
- ✓ Employee Assistance Program
- ✓ Additional Voluntary Term Life Insurance- Employee-Paid
- ✓ Additional Short-Term Life Insurance – Employee-Paid

Retirement Benefits

- ✓ Participation in the Oregon Public Service Retirement Plan (OPSRP) - Employer pays the 6% employee contribution

Annual Paid Leave

- ✓ 13 vacation days
- ✓ 12 sick leave days
- ✓ 9 holidays
- ✓ 2 personal holidays

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

