

Columbia County Public Works

Assistant County Engineer

Closes November 18, 2016



Thank you for expressing interest in this position with Columbia County. We look forward to your application submittal.

Applications are due by 3:30 pm on November 18, 2016. Applications can be mailed, faxed or hand-delivered to:

Columbia County Public Works
P.O. Box 5
415 N. Guernsey Ave.
Dayton, WA 99328
Fax – (509) 382-4724

The following items shall be included in the applicant’s final submittal:

1. Completed Columbia County employment application.
2. Completed questions for initial employer review
3. Resume (Optional)
4. Any letters of reference, driving abstract, etc. (Optional)

Any questions can be forwarded to:

Mr. Andrew Woods, P.E.
County Engineer/Public Works Director
Andrew.Woods@co.columbia.wa.us
(509) 382-2534

Ms. Lisa Ronnberg
Business Manager
Lisa_Ronnberg@co.columbia.wa.us
(509) 382-2534

Business Hours: 7:00 am to 3:30 pm – Monday through Friday
Closed from 12:00 pm to 12:30 pm for lunch

JOB ANNOUNCEMENT

ASSISTANT COUNTY ENGINEER

COLUMBIA COUNTY PUBLIC WORKS

Columbia County Public Works is seeking an Assistant County Engineer. This position is responsible for the day-to-day operations of the Engineering Services division within the Public Works Department. The engineering services division is responsible for Geographic Information Services (GIS) and the planning, design and construction of facility, road and bridge projects. Duties include applying detailed knowledge of engineering design and construction methods in performing the complex drafting and computation work for public works design, construction, and as-built inspections; assuring compliance with plans, specifications and applicable standards; and using computer drafting and surveying instruments. Applicants with experience using AutoCAD and Civil 3D (or equivalent) are preferred.

Wages range from \$30.77 to \$43.20 DOQ. The county offers a benefit package which includes paid vacation, two floating holidays per year, sick leave, retirement, life insurance, and medical, vision and dental insurance. Relocation assistance to Columbia County is available.

To Apply: Application packets may be obtained at www.columbiaco.com or from the Columbia County Public Works Department, P.O. Box 5, 415 N. Guernsey Ave., Dayton, WA 99328 or call (509) 382-2534. Applications must be received by 3:30 pm on November 18, 2016. This position will remain open until filled.

Columbia County is an equal opportunity employer.



Dayton is the perfect mix of traditional rural living, breathtaking surroundings, and modern day conveniences.

- **Outdoor Recreation:** skiing and snowboarding, snowmobiling, camping, hunting, fishing, horseback riding, bicycling, and hiking. Dayton features a city park and pool, 9 hole golf course, and river walk.
- **Education:** Dayton offers K-12 education with three higher learning institutions in nearby Walla Walla.
- **Healthcare:** high-quality healthcare facilities located in Dayton, including Dayton General Hospital with its state-of-the-art physical therapy department, Columbia Family Clinic, Booker Rest Home and Convenient Care Clinic.
- **Thriving Downtown:** an assortment of shops, coffee houses, an art gallery and a bevy of restaurants, along with a historical movie theater featuring current films along with live theater productions.
- **History:** Four museums and 125 homes and buildings on the National Historic Register, and home to the oldest courthouse and train depot in the State of Washington.
- **Annual Events:** All Wheels Weekend Car Show, Christmas Kickoff, Dayton Days and Mule Mania, Dayton on Tour, Blue Mountain Brix and Brew Festival, and Columbia County Fair.
- **Growing Industries:** Agriculture, Renewable Energy, Straw Pulp Manufacturing and Value Added Food Processing.
- **Transportation:** Columbia County Public Transit operates in Dayton, Walla Walla Regional Airport is 30 miles away and the Tri-Cities Airport is 60 miles away in Pasco. U.S. Route 12 runs through the middle of Dayton and is a major east-west highway.
- **Technology/Media:** DSL, Wireless, Satellite and Broadband available. Two local weekly newspapers: Dayton Chronicle and The Times. Walla Walla Union Bulletin is published daily with delivery to Dayton.

COLUMBIA COUNTY PUBLIC WORKS DEPARTMENT
JOB DESCRIPTION



ASSISTANT COUNTY ENGINEER

FLSA Status: Exempt
Supervisory Status: Supervisor

This job description reflects the general concept and intent of the position and should not be construed as a detailed statement of all work requirements that may be inherent in the position.

POSITION RESPONSIBILITIES:

Working under the direction of the County Engineer, this position is responsible for the day-to-day operations of the Engineering Services division within the Public Works Department.

ESSENTIAL FUNCTIONS:

Assumes responsibilities of the County Engineer during times of absence.

Supervises the work of the Engineering Services staff, including recommended selection of staff, develops performance standards, monitors progress and evaluates employee performance, and addresses disciplinary issues.

Ensures projects meet all federal, state and local design and construction standards and guidelines.

Reviews, prepares, and acquires all regulatory permits and approvals required for any project; meets and confers with permitting officials in the field or office as needed.

Applies for grants and other outside funding sources.

Coordinates County projects with outside agencies such as towns, cities, state and federal agencies, railroads, utilities, etc.

Responsible for contract management of professional outside consulting services for the design and construction of various County projects.

Represents the County on assigned committees and Boards.

Performs computer aided drafting and design, construction inspection, and surveying.

Assists in the development of short and long term transportation development plans including project time lines.

Is responsible for the sensitivity of design to the public including obtaining public input, communication needs, creativity, gaining consensus of a legally defensible design, and right-of-way needs.

Prepares contracts for submittal and bidding. Evaluates and selects vendors. Provides technical assistance for monitoring for specification compliance, evaluation of proposed changes, and project close out.

Assists in the development and updates to the annual 6-Year Transportation Improvement Program.

As assigned by the County Engineer, be responsible for and/or assist in the County's bridge inspection program.

Produce reports with proper format, punctuation, spelling and grammar using all parts of speech.

Maintain comprehensive knowledge of current methods and techniques of civil engineering as applied to the design, construction and maintenance of roads, bridges and related facilities; Maintain comprehensive knowledge of land and engineering survey systems, methods and techniques including the ability to read and write legal descriptions.

Have the ability to learn new methods and techniques of civil engineering design standards, software, construction, and contract administration.

Establish and maintain effective working relations with the public and deal with public relations challenges courteously and tactfully. Communicate with people to convey or exchange professional information.

Any other duty as assigned by the County Engineer.

MINIMUM QUALIFICATIONS:

- Must possess, or be able to secure within 6 months, registration as a Professional Civil Engineer in Washington State.
- A current State of Washington driver's license and a driving record acceptable to the County risk manager.

WORKING CONDITIONS:

Maintain regular, predicable and punctual attendance during regularly scheduled work hours.

Work a flexible schedule which may include evenings, weekends or holidays.

Work is performed in an office and field environment. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods, see to read and analyze data, and hear and speak to exchange information. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work in the field will expose the employee to items such as heat, cold, rain, snow, dust, loud noises, vegetation, allergens, and insects.

Travel to and from training with some overnight stay is required.

Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or interdepartmental contacts and pressure to meet timelines.

SUPERVISION:

Work is performed under the direction of the County Engineer. Most work is performed with minimal supervision. Work is evaluated in terms of efficiency and accuracy in performing the general duties as described or as otherwise assigned.

Employee shall adhere to the Columbia County Personnel Handbook and to all local, state, and federal rules, laws, and regulations.

Approval Recommended:

/// SIGNED ///

6/19/2013

County Engineer/Public Works Director

Date

Approved:

/// SIGNED ///

6/19/2013

Chairman – Columbia County Board of Commissioners

Date

COLUMBIA COUNTY

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: ()

E-mail Address: _____

Date Available: _____

Do you have a current Washington State Driver's License?

Type of license: CDL Class A CDL Class B No Endorsement Other

Drivers License #: _____

Position Applied for: _____

Are you under 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, can you provide proof of your eligibility to work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for Columbia County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

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Full Name:

Relationship:

Company:

Phone: ()

Address:

Previous Employment

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Skills and Qualifications

Summarize skills and qualifications that may qualify you to work for Columbia County:

Military Service

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

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If other than honorable, explain:

Disclaimer and Signature

PLEASE READ CAREFULLY BEFORE SIGNING

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give Columbia County the right to investigate all references and to secure additional information about me, if job related. I authorize Columbia County to conduct a criminal background check in connection with its consideration of me for employment. I hereby release from liability Columbia County and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I agree to provide a certified copy of my driver's record from the Department of Motor Vehicles. I understand that the information contained in my driver's record will be used to evaluate my qualification and selection for employment with Columbia County

Columbia County is an Equal Opportunity Employer. Columbia County does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

SIGNATURE:

DATE:

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