

City of Novato Is recruiting for an



ENGINEERING AIDE (LIMITED TERM)



THE POSITION

The City of Novato has an excellent opportunity for entry-level engineering professionals, recent graduates or current students of an engineering degree program. The Engineering Aide will work under the supervision of the Engineering and Public Works staff with assignments ranging from the Capital Improvement Program, Private Project Development and GIS areas. This is a limited term position through 6/30/18 with an option to extend.

FINAL FILING DEADLINE

May 5, 2017 @ 5:00pm

Interviews are tentatively scheduled for:
May 16, 2017

To apply for this position, please visit

www.governmentjobs.com or
www.novatojobs.org

COMPENSATION AND BENEFITS

\$18.00 - \$22.00 per hour

Up to 24 hours per week

Placement in the salary range is dependent upon qualifications and experience.

This position does not receive benefits.

THE IDEAL CANDIDATE

Entry-level engineering professionals, including newly graduated engineering students are encouraged to apply for this opportunity. As the Engineering Aide you will work on a variety of assignments including the Capital Improvement Program, Private Project Development and GIS.

Capital Improvement Program: Assist Engineers in providing engineering design and construction inspection services for public improvements involving streets, storm drains, traffic signals, streetlights, park facilities, and municipal structures.

Private Project Development: Provide assistance to the public at the engineering counter, review applications for encroachment, grading, and transportation permits. Assist staff with implementation of the NPDES (National Pollution Discharge Elimination System) and MCSTOPPP (Marin County Storm Water Pollution Prevention) programs.

GIS: Assist staff with Citywide mapping projects, scanning of historic records, updating of parcel data and public noticing.

MINIMUM QUALIFICATIONS

Applicants must possess basic organizational and math skills as well as basic Microsoft Office skills in Excel, Word, and Access. Basic knowledge of AutoCAD is desirable.

APPLICATION AND SELECTION PROCESS

All applications, resumes and cover letters will be reviewed and those candidates who possess the most relevant qualifications for the position will be invited to continue in the selection process.

Successful completion of LiveScan fingerprinting is required subsequent to the offer of hire.