



EMPLOYMENT OPPORTUNITY
AN EQUAL OPPORTUNITY EMPLOYER

30001 Ladyface Court, Agoura Hills CA 91301 ❖ 818/597-7300

Filing Deadline: 4:00 pm, Friday, September 19, 2014

ENGINEERING AIDE

Salary Range: \$4,252 – \$5,179/month

THE POSITION

Under the general supervision of the Director of Public Works/City Engineer, the Engineering Aide issues encroachment and building permits, collects fees, and, provides information and assistance to the public. General knowledge of public works responsibilities and ability to read and interpret engineering and architectural plans.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Responds to inquiries from the general public, contractors, engineers, architects regarding capital projects, land development, utility, and street median issues.
2. Issues transportation, encroachment and grading permits. Calculates and collects plan check and inspection fees. Coordinates inspection of improvements with appropriate City staff.
3. Assists with coverage and serves as backup to the Building & Safety Division's Permit Technician. Requires issuance of building permits, calculation and collection of fees. Answer telephones and responds to public inquiries. Coordinate records destruction and scanning of important documents for department
4. Maintains engineering plans, tract maps, parcel maps, and files. Keeps accurate records and logs concerning permits.
5. Maintains and updates tree management software, and other software as necessary.
6. Conducts technical research. Coordinates projects with City staff.
7. Provides assistance with map preparation that may include the use of Autocad and Arcview for the City's GIS.

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. A sample combination is graduation from high school, or equivalent, with some college coursework in engineering or related field, or municipal experience in an Engineering, Building or Planning Department.

Knowledge, Skills, and Abilities

Ability to work independently in the absence of supervision. Ability to plan and organize work; learn, interpret, apply and explain related laws, ordinances, policies and procedures; prepare and present reports; read and interpret plans; communicate effectively both orally and in writing; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships. Ability to make sound decisions and demonstrating intellectual capabilities. Knowledge of various computer programs to include word processing, spreadsheet, and database programs. Knowledge of general City permitting procedures.

Licenses/Certificates

Requires a valid California driver's license at the time of appointment and throughout, the period of employment

Physical Tasks and Environmental Conditions

Office/field environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions. Physical condition necessary for standing or sitting for prolonged periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Filing Period

This position is open until September 19, 2014. All applicants must submit a required, completed City application. Resumes alone cannot substitute for the application. **To obtain a application visit our website at: www.ci.agoura-hills.ca.us** or contact the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301, at (818)597-7306; for inquires only e-mail: cbird@ci.agoura-hills.ca.us.

Application and Selection Process

We will conduct a comparative review and evaluation of all application materials submitted and invite only those candidates who possess the most desirable qualifications to continue in the selection process. Selected candidates will be invited to an oral board interview. Be sure to list at least one telephone number where we can reach you or leave a message during the hours of 7:00 a.m. to 5:00 p.m. After we have offered employment, we will require a medical examination, including a drug/alcohol screening, to be conducted by a physician designated and paid by the City; and a criminal background investigation.

General Employee Benefits

Retirement - The City pays the employee's contribution (6.25%) to the Public Employee' Retirement System (PERS). The City does not participate in the Social Security system; however, federal mandate requires new employees to contribute 1.45% of wages to Medicare.

Holidays – 12 days per year.

Sick Leave - 12 days per year.

Vacation - 1 thru 5 years of service: 80 hours; 6 thru 10 years of service: 120 hours; 11 or more years of service: 160 hours.

Health Care Benefits - Medical Insurance is provided by the City for all full-time employees and their dependents **up to** the current Blue Shield family premium per month which is currently \$1,221.77. Vision and Dental Insurance premium is paid for by the City as well.

Short Term & Long Term Disability Insurance - is provided by the City at no cost to the employee.

Life Insurance - is provided to full-time employees by the City in an amount equal to 1½ times their annual salary. Deferred Compensation - the City will match up to \$70.00 per pay period towards employee deferred compensation contributions.

9/80 Work Schedule – Employees are eligible to participate in a 9-80 work schedule.

Please Note:

- *The provisions of this bulletin do not constitute a contract, expressed or implied, and the City may modify or revoke any provisions contained in this bulletin without notice.*
- *In accordance with the Immigration Reform & Control Act of 1986, the City must verify that all new employees at the time of hire have written proof of their right to work in the United States.*
- *The City provides employment rights and non-discrimination on the basis of disability, as established in the Americans with Disabilities Act of 1990*

The City of Agoura Hills

Personnel Services

30001 Ladyface Court

Agoura Hills CA 91301