



EMPLOYMENT OPPORTUNITY

ENGINEERING AIDE II

\$6,823 – 8,314/month

FULL TIME/Non-exempt

First Review: Thursday, October 24, 2024, 12:00 pm.
Apply early. Interested parties are strongly encouraged to submit application materials as soon as possible.



Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills Public Works team, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join a dynamic organization dedicated to serving the Agoura Hills community.

What You'll Do

- Provide staff assistance on engineering projects; conduct research to determine available data; prepare preliminary designs and plans; review with professional engineering staff.
- Collaborate and confer with developers, architects, engineers, contractors and the general public; provide information and assistance; interpret and explain laws, codes and regulations related to development activities.
- Maintain official maps, drawings and master plans; research and reference material for public and staff use.
- Prepare conditions of approval for development projects, review and comment on the progress of development projects.
- Perform field investigations and gather data for the preparation of the design phase of in-house projects.
- Participate in the reproduction of plans and the preparation, filing and retrieval of engineering maps, documents and records.
- Respond to inquiries from contractors, utility companies, consultants and the general public regarding City construction projects.
- Assist in the preparation of bid specifications and construction design specifications for capital improvement projects; prepare exhibits and reports as required.
- Assist in administering less complex projects; process approval of contractor payments; draft resolutions and ordinances.
- Prepare and review various reports for a variety of engineering activities.
- Research project files for staff and the general public; provide information on improvements, status of land divisions, easements, fees and agreements.
- Perform a variety of related office or field tasks to gather, analyze and record data; prepare a variety of memos, letters and other correspondence related to plan reviews.
- Conduct field inspections as necessary.

- Provide counter staff duties, which includes, but is not limited to, greeting the public, assisting with permit intake, providing plan review, calculating fees, accepting payments, data entry into various software applications, and issuing permits.
- Perform related duties as required.

What You Bring

EDUCATION/EXPERIENCE

Any combination of education and experience would likely provide the required knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include the equivalent of completion of the twelfth grade supplemented by college level course work in engineering, drafting or related area; and two years of increasingly responsible engineering / municipal counter experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles of civil engineering and design; engineering maps and records; construction plans and specifications; customer service methods and techniques; techniques for development and maintenance of data archives and map libraries; office procedures, methods, and equipment including computers and applicable software applications; applicable laws, regulations, codes, department policies, governing assigned engineering duties. Ability to analyze and compile technical and statistical information and prepare reports; respond to difficult and sensitive public inquiries; interpret and apply state and local policies, procedures, laws, codes, and regulations; understand and interpret engineering plans and specifications; maintain accurate engineering records; perform research related to computer mapping, database descriptions, and geographic information systems; prepare and maintain accurate engineering records; read plans and maps; prepare clear and concise reports; operate office equipment including computers and supporting software applications; work independently in the absence of supervision; adapt to changing technologies and learn functionality of new equipment and systems; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS

Possession of or ability to attain a valid California class C driver's license, acceptable driving record, and evidence of auto insurance are required. Ability to work extended hours to complete projects, attend meetings and accommodate city needs.

Physical 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.

Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; interact with City staff and other organizations; and deal with customer relations.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Are you ready? Apply!

Submit your application and resume online at www.agourahillscity.org or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Celeste Bird at cbird@agourahillscity.org. Applications materials will be screened on a continuous basis with the first review date of Thursday, October 24, 2024 @ 12:00 pm. Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of an official City Application. Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to an interview.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).