



COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

JOB OPPORTUNITY



POSTING DATE: August 28, 2017

EXAM NUMBER
C-3608-W

FILING DATES

SALARY

REQUIREMENTS

REQUIREMENT
INFORMATION

SPECIAL
INFORMATION

EXAMINATION
CONTENT

DESIRABLE
QUALIFICATIONS

ENGINEERING AID III

Beginning Tuesday, August 29, 2017 at 7:00 a.m. Pacific Standard Time (PST) until the needs of the service are met and is subject to closure without prior notice.

\$3,910.18 - \$4,856.00 Monthly

Selection Requirements: Two years experience as an Engineering Aid II* in the service of the County of Los Angeles - **OR-** completion of two years** in an accredited college or university*** with specialization in Engineering, Geographic Information Systems (GIS)/Cartography Geography, or Physical Science.**** Eighteen months of paid office civil engineering experience including drafting may be substituted for each year of the required education.

License: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

*To qualify, applicants must have County status as an Engineering Aid II, as evidenced by holding or having held such payroll title for the required period of time in the service of the County of Los Angeles. **No out-of-class experience will be accepted.**

Applicants expecting to qualify through the completion of two years (60 semester units OR 90 quarter units) in an accredited college or university with specialization in Engineering, Geographic Information Systems/Cartography Geography, or Physical Science **MUST provide a legible copy of the transcripts showing proof of the required units and the area of specialization with the application or within fifteen (15) calendar days from filing. Unofficial transcripts are acceptable; however, official transcripts will be required at the time of appointment. Applications submitted without the required transcripts will be rejected as incomplete.

***Accredited colleges and universities include all four-year colleges and universities, and two-year colleges (i.e., community or junior colleges) that meet the accreditation guidelines indicated on the bulletin.

Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services.**

****Physical science encompasses any of the sciences, such as physics, chemistry, astronomy, geology, and earth science that analyze the nature and properties of energy and nonliving matter.

FINGERPRINTING AND SECURITY CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

IMPORTANT NOTES:

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT.**
- Utilizing **VERBIAGE** from Class Specification and/or Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED.**

This examination will consist of two (2) parts:

Part I: A Written Test covering engineering mathematics, reasoning ability, reading comprehension, and written expression weighted 50%. Candidates must achieve a passing score of 70% or higher on the written test in order to proceed to Part II of the examination. **THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

Part II: An Interview weighted 50%. The interview will assess education, experience, personal fitness, and general knowledge and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed to the eligible register.

Final results will be sent by U.S. postal mail. Test scores cannot be disclosed over the phone.

- Experience or completion of one or more courses in the use of a recognized major computer-aided design software system such as Micro Station or AutoCAD.
- Experience and/or completion of one or more courses in the use of Geographic Information Systems (GIS).
- Experience in operating and maintaining hydrologic monitoring and measurement equipment.

Department of Public Works: 900 South Fremont Avenue, Lobby Floor, Alhambra, CA 91803-1331
24-Hour Job Line (626) 458-3926; Website: <http://dpw.lacounty.gov>

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER



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**ELIGIBLE
INFORMATION**

The names of candidates receiving a passing score on the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The resulting eligible register for this examination will be used to fill vacancies throughout the Department of Public Works.

**VACANCY
INFORMATION**

**ESSENTIAL JOB
FUNCTIONS**

An Engineering Aid III is responsible for performing a combination of the following essential job functions: makes mathematical calculations involving the application of algebra, plane trigonometry, and geometry to calculate areas, volumes, perimeters, and other dimensions of irregular configurations; prepares complete drawings including: the incorporation from design standards of standardized details; the indication by symbols of significant structural or other details such as catch basins, survey monuments, pipelines, etc. located adjacent to the project; the selection of scale to be employed, the number and nature of views to be executed; and the identification, location and selection of information from existing drawings to be applied in the given case; plots surveys, profiles and cross sections from survey field notes, makes various types of maps and prepares sketches, drawings, graphs, and diagrams referring to available sources of data which may be located in other sections or divisions and which require judgment in the selection and incorporation of information applicable to the assigned project; reviews Engineering Plans as it pertains to Utility Coordination Unit in order to provide feedback to Design; conduct field review/gather utility data (manhole, Water & Gas Valves, etc.) and resolves any utility conflict; prepares Prelim, First & Final utility notices/memos; conducts follow-ups on utility notices responses with utility companies or public agencies by email or phone; response to public inquiries regarding County utilities; prepares Right of Way Certification and Utility Status Memo; prepares and organizes project folders; reviews the submittals from the contractors and inputs the section's documents into the Department's data base; prepares complete drawings with the use of Computer Aided Design and Drafting (CADD) program including: the incorporation from design standards of standardized details; the indication by symbols of significant structural or other details such as catch basins, survey monuments, pipelines, etc. located adjacent to the project; the selection of scale to be employed, the number and nature of views to be executed; and the identification, location and selection of information from existing drawings to be applied in the given case; may collect field data to identify the location of traffic control devices (traffic signals, traffic signs, striping and pavement makings); uses CADD and/or Geographic Information Systems (GIS) to prepare, analyze, and perform calculations on engineering drawings and maps; performs research and field measurements; uses Global Position System (GPS) units to obtain spatial data in the field, and/or to audit street lights and download to the ArcGIS system for evaluation and purposes of tracking street lights; conducts field checks and site inspections; organizes files, and scans maps and other documents into the department's Document Management System (DMS) database; interacts and works in a group setting and deal with the public; creates or revises water distribution system maps using CADD software and edits the water system geodatabase using GIS software, per As-Built construction plans and redlines submitted by field and engineering staff; assists in processing of annexations and/or easements, including research, drafting of board letters, submittal of documents, and review of submitted maps and legal descriptions; and collect coordinate data of water system assets using various Global Position System (GPS) devices and software/applications, as needed.

*******IMPORTANT INFORMATION*******

SUBMITTING YOUR APPLICATION

All applicants are required to submit a Standard County of Los Angeles Employment Application. You have the option of filing your application either by Hard Copy submission - OR - Online (via electronic submission). **Please select only one method to file your application.**

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

Instructions for Filing Online: A Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically beginning Tuesday, August 29, 2017. Applications electronically received after 5:30 p.m., PST on the last day of filing will not be accepted. **To apply online, click on the link below on or after August 29, 2017:**

<https://www.governmentjobs.com/careers/lacounty/jobs/1773398-0/engineering-aid-iii>

Applicants who apply online must upload any required documents as attachments during application submission or fax the required documents to (626) 979-5440 within fifteen (15) calendar days from filing. Please include your Name, Exam Number and the Exam Title on the faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this position **MUST** be submitted **ONLY** at the Department of Public Works, Human Resources Division, located at 900 South Fremont Avenue, Lobby Floor Alhambra, CA 91803-1331, Monday through Thursday **ONLY**, between 7:00 a.m. and 5:30 p.m., beginning Tuesday, August 29, 2017. Application not submitted to the Department of Public Works will not be accepted. **Please note this office is closed on Fridays.**

Facsimiles of the employment application to the Human Resources office will not be accepted. For additional information call the Human Resources office at (626) 458-2141. Standard County of Los Angeles Employment Applications are available at the Department of Public Works address listed above or can be found at http://file.lacounty.gov/dhr/EmploymentApplication_062014.pdf

COMPLETING YOUR APPLICATION

The acceptance of your application will depend on whether you have **clearly** shown that you meet the **Selection Requirements**. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time during the examination process.

DISABILITY ACCOMMODATIONS

All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act, if you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATIONS in the examination process (e.g., help in applying for a position, or special testing arrangements for readers or interpreters) PLEASE PROVIDE ADVANCED NOTICE OF YOUR NEEDS TO THE COORDINATOR OF PERSONS WITH DISABILITIES (626) 458-2136. HEARING-IMPAIRED APPLICANTS WITH TDD EQUIPMENT may leave typewritten messages at (626) 282-7829.

EMPLOYMENT ELIGIBILITY INFORMATION

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law requires that **all** persons hired after November 6, 1986 are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, gender, national origin, age, sexual orientation or disability.

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

CHILD SUPPORT COMPLIANCE

In an effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (e.g., name, address, Social Security Number, and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S PREFERENCE CREDIT

Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- a. During a declared war; or During the period April 28, 1952 through July 1, 1955; or
- b. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- c. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

DEPARTMENTAL POLICY

In accordance with Departmental policy, no person may be appointed, promoted, reduced, transferred or reassigned to a division in which a close family member works, exceptions may be considered on a case by case basis based on unique or specialized employee skills. All applicants for employment and promotion to a position within this department shall be required to disclose the name(s) of any relative currently employed in the department prior to appointment.

HLS