



Linn County Road Department

*Providing safe and efficient transportation to
citizens and visitors of Linn County.*

JOB ANNOUNCEMENT # 25-04

CLASSIFICATION TITLE OF THE JOB: CIVIL ENGINEERING ASSOCIATE

CLASSIFICATION CATEGORY: SEIU REPRESENTED

CLASSIFICATION # 273/274

Full-time position working in the Engineering Division of the Linn County Road Department

ESSENTIAL FUNCTIONS OF THE JOB: Perform the following essential functions and related duties:

- Perform engineering work in the planning, design, construction, project management and maintenance of public works and related projects; such as, bridge and road design and construction, traffic design, drainage facilities or other transportation related functions
- Participate in design, preparation of project plans, specifications, and cost estimates for public works projects
- Prepare progress reports, field notes, engineering studies and maintain records
- Provides quality assurance in reviewing construction submittals, schedules, and other documents
- Coordinate assigned activities with consultants, engineers, contractors and other outside agencies
- Plan and perform inspections
- Review and evaluate project compliance with applicable local, state and federal laws and regulations
- Assist with right-of-way duties, including cooperation and coordination with utilities
- Other duties as assigned

QUALIFICATIONS:

- Equivalent to a Bachelor's Degree from an ABET accredited college or university with major coursework in civil engineering, construction engineering management, or related field, or any satisfactory equivalent combination of experience, education and training
- Possess an Engineer in Training (EIT) Certificate from the State of Oregon, or obtain one within 1 year of hire
- Minimum (1) year of design or project management experience delivering public works capital improvement projects or other construction related projects
- Ability to read and understand program manuals, technical drawings, technical reports, engineering plans, specifications, and contract documents
- Proficient using Windows operating systems and Microsoft Office (Excel, PowerPoint, Word, Outlook)
- Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record
- Will lift fifty pounds and work in all types of weather
- See Classification for additional Knowledge, Skills & Ability Requirements

PREFERRED QUALIFICATIONS:

- Working understanding of Autodesk Civil 3D

SALARY, BENEFITS, COMPENSATION:

Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System; 10.5 paid holidays; 2 paid personal holidays; paid vacation and sick leave; options for medical, dental and vision care insurance; options for deferred compensation, and employee assistance program; longevity pay; and more.

COMPENSATION: Range: \$5,161 - \$7,267 per month (depending on experience)

CLOSING DATE: November 1, 2024, or until filled

HOW TO APPLY: Submit a completed Linn County Employment Application Form, along with a Resume and Cover Letter, to Daineal Malone, County Engineer, Linn County Road Department, 3010 Ferry Street SW, Albany, Oregon 97322; Phone: 541-967-3919; FAX: 541-924-0202.

Application forms may be obtained, along with the job classification, from the Linn County Road Department, the Linn County Board of Commissioner's Office at the Linn County Courthouse, the Oregon Employment Division Office in Albany, or at the Linn County Web Page at:

<https://www.linncountyor.gov/roads>

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER