



# Outstanding Employment Opportunity

## Engineering Assistant

### Public Works Department

The City of Thousand Oaks has an excellent opportunity for an Engineering Assistant in the Public Works department. We are seeking team-oriented individuals with demonstrated analytical and project management skills, and the ability to meet strict deadlines in a fast-paced environment. The accomplished engineering professionals should possess excellent judgment, and be able to address challenges with confidence and professionalism.

The intent of this recruitment is to staff an immediate need, and create a candidate pool for additional vacancies which may occur in the Department's Engineering group.

#### Primary responsibilities:

- Assists with specification writing and preparation, prepares plans and work orders, and calculates cost estimates for various engineering projects
- Coordinates engineering projects between contractors and the City; enforces City codes and standards on engineering projects
- Performs plan checks to ensure contractor compliance with City specifications
- Analyzes materials and design data submitted to the City; checks and analyzes environmental impact reports
- Responds to inquiries from developers, contractors and the public concerning engineering problems, traffic, and public safety
- Performs complex engineering calculations, field inspections for various engineering projects, and field survey work

#### The ideal candidate should possess:

- Outstanding teamwork, interpersonal skills, and customer service skills
- The ability to identify and analyze alternative solutions, and to implement recommendations in support of established goals
- Exceptional written and verbal communication skills
- Bachelor's degree from an accredited college or university with major coursework in civil or structural engineering or a closely related field
- Previous experience performing responsible paraprofessional engineering work
- A valid class C California driver's license

#### Core Competencies

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer Focused
- Problem Solver
- Decision Maker
- Planner and Organizer
- Technically Knowledgeable



The Public Works Department is responsible for the management of the public infrastructure within the City, which includes streets, sidewalks, street trees, storm drains, water/wastewater and traffic signals.

*The City of Thousand Oaks (pop. 129,349) is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains, surrounded by more than 15,500 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system.*

**Current monthly salary range is:  
\$5,832 - \$8,749 per month**

**Excellent Benefits Package**

**FILING DEADLINE:  
April 11, 2017, by 5:00 p.m.**

**Apply online at [www.toaks.org/jobs](http://www.toaks.org/jobs)**

**For further information, contact  
Human Resources at  
(805) 449-2144.**