JOB ANNOUNCEMENT
Opens on May 11th – 1st review will be on May 26th
Open until filled

The City of La Grande is accepting applications for the following position:

Engineering Aide

This position is a temporary seasonal position starting in May and ending in September.

GENERAL STATEMENT OF DUTIES:
Provide engineering assistance to a Superintendent or their designee. Perform office and field engineering work involved with the planning, design and inspection of public improvements projects. Work assignments are made both orally and in writing. Work is performed under supervision and is regularly reviewed through observation, conferences, periodic inspection and for results obtained. Performs other work as required.

MANDATORY REQUIREMENTS:
Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

- High school diploma or equivalent; supplemented by college course work in computer aided drafting (CAD), surveying, engineering (civil engineering preferred). A minimum of one (1) year experience or education as a CAD operator in design standards and engineering is desired.
- Experience in developing spreadsheets and databases (Excel and Access); must have experience in the use of a personal computer and software: Word, Excel and AutoCAD.
- Possession of a valid driver’s license.

SALARY: $1,914 to $2,265.48 per month depending on experience.

BENEFITS:
Sick Leave Pay based on Oregon’s Sick Leave Law

APPLICATION PROCEDURE:
Must complete and return a City of La Grande job application prior to the 1st review date to be considered in the first review.

A job application and job description can be found on our City’s website at www.cityoflagrande.org. Return completed job application to: Anita Zink, Human Resources, City of La Grande, 1000 Adams Avenue La Grande, Oregon 97850, Faxed to 541-624-5817 or Emailed to azink@cityoflagrande.org.

EEO Employer