



JOB ANNOUNCEMENT ENGINEERING ASSISTANT

Pay Grade 12

Opening Date: 01/15/2016

Closing Date: Until filled

Full-Time Position

Salary: \$38,679.73 to \$63,038.10

MINIMUM REQUIREMENTS

- Knowledge of concept and process of civil engineering principles in the field of water or wastewater
- Ability to operate a computer aided design system (cad), Microsoft word, Microsoft excel, Microsoft Access and Civil 3d.
- Skilled in viewing sewer system evaluation surveys and field inspection of manholes, smoke testing, dye studies and flow monitoring studies
- Skilled in drafting from field notes/sketches in creating as-buids for project closeout and permeant records
- Ability to communicate tactfully and effectively with the public, officials, and employees
- Ability to work outdoors in all types of weather
- Ability to scale ladders, walking for extended periods of time and walking on rough terrain.
- Ability to obtain a valid AR. Vehicle Operator License

APPLICANTS MEETING THE ABOVE MINIMUM REQUIREMENTS WILL BE EVALUATED FOR PREVIOUS TRAINING OR EXPERIENCE IN THE DUTIES, KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW. THOSE APPLICANTS WHO'S TRAINING AND/OR EXPERIENCE BEST RELATE TO THE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES OUTLINED BELOW WILL BE GIVEN FIRST CONSIDERATION FOR THIS POSITION. APPLICANTS WILL BE EVALUATED ON THE LENGTH AND QUALITY OF WORK EXPERIENCE OF A RELATED NATURE IN PREVIOUS POSITIONS AND ON OTHER FACTORS SUCH AS:

- Absenteeism records
- Current job performance ratings
- Reference from previous employers attesting to work habits, punctuality, and reliability
- Academic record
- Safe driving record

ALL APPLICANTS SHOULD BE RELIABLE, DEPENDABLE AND HARD-WORKING AND MUST HAVE THE ABILITY TO UNDERSTAND AND CARRY OUT WRITTEN & ORAL INSTRUCTIONS. APPLICANTS MUST HAVE THE ABILITY TO WORK WELL WITH DEPARTMENT PERSONNEL AND THE GENERAL PUBLIC.

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SAMPLE OF DUTIES AND RESPONSIBILITIES:

- Project Administrator for construction and wastewater projects
- Performs onsite inspections on project in progress
- Coordinates construction projects and private developments
- Research Records and regulations for engineering department
- Provide technical assistance and SSES assistance
- Views video records for rehabilitation projections
- Provides locations to utility, plumbers, engineers etc.

APPLICANTS SHOULD SUBMIT A STANDARD NLR WASTEWATER UTILITY APPLICATION FORM TO:
NORTH LITTLE ROCK WASTEWATER UTILITY'S HUMAN RESOURCE DEPARTMENT
7400 BAUCUM PIKE, NORTH LITTLE ROCK, ARKANSAS 72117

Applications can be filled out online @

http://nlr.ar.gov/government/a_z_department_list/wastewater/wastewater_employment/
