

**County of Mono, California**  
MCPEA, FLSA Exempt

**Associate Engineer I**

Benefits: CalPERS, Medical, Dental,  
Vision and 401 Deferred Compensation

**FFD: Open Until Filled**

**First Review Friday July 20, 2018**

Salary: \$6,832.80

The County of Mono is seeking an experienced and skilled professional for the position of Associate Engineer I. The ideal candidate for this position will have a bachelor's degree in civil engineering and will want to join a team of creative problem solvers in maintaining and upgrading Mono County's public works infrastructure. This position is the first in the professional Associate Engineer class series and reports to the County Engineer.

**Duties include but are not limited to:**

- Designs and prepares plans and specifications for a variety of road, bridge, drainage, and related public works projects;
- Performs resident engineering work, including contract administration, inspection, and coordination;
- Receives applications and reviews, approves, and issues grading permits, providing a variety of technical engineering advice to the public and other agencies;
- Ensures that contractors meet proper standards, specifications, cost control, and schedule requirements;
- Reviews laboratory analyses and materials reports for compliance;
- Approves change orders and progress payments;
- Collects and analyzes a variety of engineering and land surveying data in both GIS and AutoCAD formats;
- Performs checking of survey maps for compliance with applicable laws, ordinances, and established survey practices;
- Learns to prepare grant proposals;
- Assists with the preparation of CEQA and NEPA environmental documents;
- Prepares a variety of engineering calculations;
- Develops data for the acquisition of right-of-way;
- Prepares cost estimates;
- Performs traffic counts and speed studies;
- Develops and administers storm water pollution prevention plans (SWPPPs) and obtains water quality permits;
- Prepares floodplain determinations and drainage calculations;
- Learns to perform a variety of project development and coordination assignments;
- May perform airport administration;
- May supervise field and office land surveying activities;
- May provide some work direction for sub-professional and paraprofessional engineering staff;
- Provides some training for support staff;
- Represents the Public Works Department in meetings with contractors, engineers, developers, property owners, attorneys, representatives of other public agencies, and the public;

**Training and Experience:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of increasingly responsible technical engineering experience in Public Works at a level equivalent to an Engineering Technician.

AND

Possession of a Bachelor's Degree in Civil Engineering or related field.

The County of Mono is on the east side of the Sierra Nevada Mountains and is known for its natural beauty and extensive outdoor recreational opportunities, including skiing and snowboarding at Mammoth Mountain ski area. The county seat is in Bridgeport which is located approximately 360 miles North of Los Angeles and 183 miles South East of Sacramento. The Public Works Engineering Division has offices in both Bridgeport and Mammoth Lakes and staff regularly works in both locations. The primary work location for this position could be in either location depending on the availability of office space and other factors. This position will require travel throughout Mono County.

County of Mono, CAO/HR, P.O. Box 696, Bridgeport, CA 93517, Telephone: (760) 932-5412 -- Fax: (760) 932-5411 -- [hr@mono.ca.gov](mailto:hr@mono.ca.gov); Please access [www.monocounty.ca.gov](http://www.monocounty.ca.gov) for a job description or further information.