



**MAMMOTH COMMUNITY WATER DISTRICT – PERSONNEL SERVICES
JOB ANNOUNCEMENT**

ASSISTANT ENGINEER

Recruitment No. 21-001

Salary Range: \$33.22 – \$44.11 Hourly
Date Opened: Thursday, 03/04/2021, 8:00 A.M.
Filing Deadline: Open Until Filled

Job Type: General and Open
Recruitment Contact: Ms. Chris Weibert

This is an Open recruitment for an Assistant Engineer who meets the minimum qualifications, standards and filing requirements specified on this announcement.

The Mammoth Community Water District, Engineering Department, Engineering and Technical Services Division currently has one permanent opening available, and is offering an excellent career opportunity for a motivated individual interested in becoming a member of an extraordinary and dynamic water/wastewater utility engineering team.

Position Description:

The Assistant Engineer performs professional engineering work, including design, proposal review, contract administration, inspection, environmental review and project coordination in support of the District's infrastructure, including but not limited to water lines, sewer lines, pump stations, reservoirs, lift stations, pressure reducing stations, and water and wastewater treatment plants. Incumbents may be required to work extended hours, holidays and weekends, and in all manner of inclement weather.

The Requirements – Minimum Qualifications/Standards:

These are entrance requirements to the Open recruitment, and do not assure a place on the eligible list. Applicants must meet the minimum qualifications/standards for the position on or before the posted filing deadline in order to qualify.

TO QUALIFY, an applicant must have:

Any combination of education and experience that provides the necessary knowledge and abilities is qualifying. The typical way to obtain this knowledge and ability would be:

Education: Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or related field. An emphasis in water resources is desirable.

OR

Possession of an Engineer-in-Training or Land Surveyor-in-Training Certificate issued within the United States.

AND

Experience: Design and drafting experience using AutoCAD/GIS and construction or construction inspection experience, preferably involving water/wastewater facilities. One year of increasingly responsible experience performing civil engineering design work including work in water/wastewater infrastructure is desirable.

AND

Special Requirements/Note:

Driver License: Possession of a valid Class C Driver License and proof of a good driving record evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration. **NOTE: Applicants must submit at the time of application, a current copy of their driving record from the state of licensure Department of Motor Vehicles (DMV) issued no later than one month prior to submitting of application. At time of appointment a valid California Class C Driver License, or equivalent, may be required.**

Selection Process:

Depending upon the number of applicants meeting the filing requirements and minimum qualifications/standards, applicants may be scheduled for one or more of the following processes:

- Application Review, Qualifying Only (Upon receipt, applications are screened according to the minimum qualifications/standards outlined above, with the most qualified applicants being recommended to the Engineering Department and/or for the written examination.)
- Written Examination (Weighted 100%, a job related examination which may test an applicant's writing/verbal skills and comprehension, reading of schematics/plans/maps, customer service, etc.)
- Oral Examination (Weighted 100%, includes a panel of at least one member within a similar field of expertise as the vacancy. Applicants are asked structured questions and must respond orally to allow the panel to evaluate the specific qualifications of each applicant.)

Applicants must achieve a passing score on the examination to qualify for consideration.

Required Application Materials and How to Apply:

- Mammoth Community Water District Application (Must be complete and current. The District application form is available at <https://mcwd.dst.ca.us/employment/>)
- The Application and related application materials (i.e., State DMV driving record) are to be submitted by email only to cweibert@mcwd.dst.ca.us by the final filing date. Applications submitted by U.S. Mail, in person to the District/Personnel office, or fax will not be accepted. Resumes are not accepted in lieu of an application.
- Once the recruitment filing period has concluded, status checks may be done at any time by contacting the Recruitment Contact via email or phone (extension 226).

Equal Opportunity Employer:

We welcome applicants of any race, gender, religion, ancestry or disability.

Immediate and future vacancies will be filled from this eligible list for a period of up to twelve (12) months from the date of promulgation.

Mammoth Community Water District
Personnel Services Department
Post Office Box 597
1315 Meridian Boulevard, Mammoth Lakes CA 93546-0597
For application information, call (760) 934-2596
Website <https://mcwd.dst.ca.us/employment/>

Should you feel you need special accommodations for this examination due to a qualifying disability, please contact Personnel Services at (760) 934-2596, ext. 226, at least five days prior to your examination