



Engineer Aide

Road Department · Hamilton, Montana

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Department Road Department

Employment Type Short-Term

Minimum Experience Entry-level

Compensation \$20.00/hr

Position: Road & Bridge Engineering Aide
Department: Ravalli County Road & Bridge Department
Responsible to: Ravalli County Road and Bridge Administrator
Classification: Short term (90 days) non-exempt, Full-time
Rate of Pay: \$20.00/hr
Date of Posting: 04/17/23
Closing: Until filled

Position Summary:

Under the general supervision of the Road and Bridge Administrator, the Engineering Aide is responsible for providing support services to the Road and Bridge Department. This position is responsible for technical and administrative services as it relates to Ravalli County's Road and Bridge Department.

Responsibilities and Qualifications:

Departmental Administration;

- Prepare reports as requested.
- Coordinate and help supervise those services provided through outside consultants and/or contractors.
- Develop and maintain positive relationships with County staff.
- Other Duties as assigned.

Departmental Representation;

- Provide support services as required by the Road and Bridge Department.
- Confer with property owners, public officials, civic leaders, and governmental agencies as needed on road & bridge related issues.
- Prepare and present various regular and special reports, analyses and correspondence to the public, various groups, and the Commissioners as needed and/or as directed by the Road and Bridge Administrator.
- Investigate culvert, bridge and road issues as requested.
- Work zone duties as requested.
- Perform other duties as assigned by the Road and Bridge Administrator.

Required Skills;

- Knowledge of the principles and practices of civil engineering, road and bridge design and construction, land surveying, and traffic engineering.
- Ability to communicate well in both verbal and written forms to various audiences.
- Ability to prioritize and manage multiple tasks.
- Strong organizational skills.
- Ability to interact constructively with various level staff and in a collaborative "team" setting.
- Have the computer skills necessary to perform all position functions such as word, excel, cad.

Working Conditions;

Approximately 80% of time is spent in field and remainder is in office.

Qualifications and Experience;

- High school degree and engineering student preferred.
- Must have or obtain a valid Montana Driver's License.
- Must be physically able to carry out all requirements of the position in adverse conditions relative to weather and terrain.
- Engineering, Business or Administrative course work or an equivalent work history considered.

Successful applicants will be required to take a drug test and are also subject to a background check prior to the start of employment.

Interested parties should submit a completed Ravalli County application and cover letter online or mail to:

Ravalli County Road and Bridge Department
c/o Human Resource Department
215 S. 4th Street
Hamilton, MT 59840
406 375-6519

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