

Civil Engineering Assistant – Veteran Fellow

King County Organization: Department of Local Services, Permitting Division



Summary:

This opportunity is ideal for someone interested in entering the permitting side of residential, commercial, land use, and other types of projects. The individual will assist Land Use Inspectors and receive training to become a Certified Erosion Sediment Control Lead, be trained in confined space safety procedures and in AutoCAD and/or Bluebeam. This position will also learn how to perform statistical sampling and conduct field audits. This experience will provide an excellent foundation and prepare individuals for other opportunities within the field. **Projected start date: July 2021.**

Work Location, Hours and Duration:

This position will be 40 hours/week for one year and will be assigned to our Snoqualmie office, located at 35030 SE Douglas Street, Suite 210. This position will work part-time in the office and part-time at a variety of field locations throughout unincorporated King County. Work hours will be 8 – 5pm. Flexible work schedule is possible.

Job Duties and Learning Objectives:

Applying equity and social justice principles is a daily responsibility and a foundational expectation for all King County employees. In this role you will apply equity and social justice principles that exemplify shared values, behaviors, and practices to all aspects of the work.

JOB DUTIES TO PROMOTE LEARNING:

- Go through Accela (cloud-based platform for tracking permits) and close out legacy projects by updating permit status to “permit complete” of those projects that have final occupancy or have had the plat recorded. Work with permittee and management taking appropriate action to close out expired permits. This may include working with the Land Use Inspector lead to call bonds to complete required work.
- Find projects that have never been completed but have permits that have been expired and work with the applicant to complete the project, or if the applicant is unable to do so, have the bonds called and complete the work on the applicant’s behalf.
- Update the bond quantity worksheet to reflect current prices by calling vendors, using MS Means and other documents to find prices currently paid for bid items.
- Prepare Standard Operating Procedure for field audit of projects having erosion, sediment and control requirements paying special attention to those sites that have been identified as having moderate to severe risk of erosion. Use statistical sampling to ensure regulatory compliance.
- Perform field audits of randomly selected sites.
- Assist Land Use Inspectors when needed and for when confined entry inspection is required.
- Assign addresses.
- Monitor the shared drive making sure that archivable files (the “final” subfile) don’t have extraneous working files or superseded files and that the subfiles are titled correctly.
- Convert paper engineering plans (priority are plans for projects where the permit is still open) to digital.

LEARNING OBJECTIVES:

- Become trained and gain experience as a [Certified Erosion Sediment Control Lead](#)
- Become trained in confined space safety procedures and learn how to and gain experience performing inspections

- Learn statistical sampling procedures and how to conduct field audits.
- Become trained in and gain experience using AutoCAD and/or Bluebeam.
- Learn the permitting process and the systems used to track the permitted construction and land use development projects.
- Learn how to assign addresses.

Experience, Qualifications, Knowledge & Skills:

In addition to the qualifications described in the [current job posting](#), which are required for all Veteran Fellow positions, this Veteran Fellow opportunity also seeks:

- Knowledge of statistics (one year of algebra can substitute)
- Ability to read engineering plans
- Skill in using MS Office/Office 365 and adept at learning and using new software
- Willingness to work in confined spaces
- Willingness to work outside in all weather conditions and traverse uneven terrain as needed
- Willingness to become trained:
 - As a [Certified Erosion Sediment Control Lead](#)
 - In confined space safety procedures
 - In AutoCAD and/or Bluebeam
- Keen attention to detail
- Strong organizational skills
- Skill in keeping accurate records
- Skill in researching information
- Skill in engaging with and dealing effectively with people from diverse cultures and socio-economic backgrounds
- Skill in communicating both verbally and in writing
- Washington state driver's license or ability to obtain one to drive King County vehicles

It would be nice if you also possess one or more of the following, but not required:

- Engineering, construction or surveying background or training.
- Bluebeam or AutoCAD experience.

Supplemental Information:

TEMPORARY TELECOMMUTING REQUIREMENT

The work associated with this position may be performed [remotely](#) following an initial training period, at least through July 5, 2021 in compliance with [King County's telecommuting mandate](#). It is possible that the work will be primarily performed remotely on an ongoing basis after July 5, 2021. Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours. Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements. There will be situations where the employee is required to report to a County worksite. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required by the department in alignment with the [Public Health Directive](#) from the Seattle & King County Public Health Officer.

To support employees during this time King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.