

ENGINEERING ASSISTANT
Facilities Planner/Project Management Assistance
Capital Division
Department of Public Works
\$6,417 - \$7,733/Month
Marin County, San Rafael, CA

The Marin County Human Resources Department and the Marin County Department of Public Works are announcing a recruitment for the position of Engineering Assistant - Facilities Planner/Project Management Assignment. There is one full-time vacancy in the Capital Division. The eligible list established from this recruitment will be used to fill the current vacancy and may be used to fill any future vacancies for open, fixed-term, full-time or part-time positions that may occur in this classification while the list remains active. Eligible lists remain active for a minimum of six months.

The Engineering Assistant position supports the Capital Planning Division staff and will assist in coordinating the construction of facility improvement projects in conformance with local, state and federal standards and codes. The projects are of low to moderate complexity. In the design phase of Capital projects, the work would include initial assessment of required project parameters to meet the needs of the client; development of appropriate project scope; coordinating the development of plans, specifications (either through outside design partners or through internal resources) and cost estimates (PS&Es); financial management of specific project-dedicated funding; and the development and application of required project scheduling.

The position may also require the development of plans using AutoCAD or other design software. The application of project organizational principles is required and includes the development and distribution of technical memorandums and other technical writing assignments; scope adjustment for cost control; and preparation of bid documents/contracts necessary to implement Capital projects in accordance with various design standards and local, state and federal regulations. In the construction management phase, the work would include communicating effectively with contractors, stakeholders and the public; inspecting the construction on the job site; reviewing submittals; documenting the construction progress in daily and weekly reports, administering change orders and directives where modifications in the contract work are required; measuring and tracking project completion; and processing payments. Types of Capital projects include, but are not limited to, tenant improvements; repair, retrofit or replacement of building systems (i.e., HVAC, plumbing, electrical, communications and security systems); accessibility projects (occasionally including flat work in association with County facilities); facility assessments; roof replacement or repairs; and fire alarms/life safety projects. Some projects require adherence to required historic preservation guidelines.

The ideal candidate is an effective communicator, both orally and in writing, and able to represent the County at meetings and presentations to various groups, including internal clients, community groups, regulatory and other governmental agencies, and the general public. The ideal candidate is customer-focused and has strong interpersonal skills in working with staff, other County departments, engineers, design professionals, contractors, other agencies and the public. This person also successfully carries out projects and assignments independently yet thrives in a team environment that encourages cooperation, communication and mutual sharing of risk, responsibility and reward. The ideal candidate possesses and demonstrates knowledge of project management principles, practices and methods, including establishing priorities and setting goals and objectives.

MINIMUM QUALIFICATIONS: Typically, two years of coursework in architecture or architectural engineering or a closely related field from an accredited college or university and four years of increasingly responsible experience managing commercial, institutional or industrial design and/or space planning projects. Architecture coursework may be substituted on a year by year basis for up to two years of the required experience.

Highly Desired: Formal training/certification in project management and AutoCAD proficiency.

SPECIAL REQUIREMENTS: Candidates selected are subject to fingerprinting by the Sheriff's Department and must pass a Department of Justice LiveScan background check prior to appointment.

Filing Deadline: Wednesday, July 12, 2017, 4pm. Resumes are not accepted in lieu of County application and supplemental application form. Apply online at: www.marincounty.org/Jobs or contact Marin County HR Dept, Rm 415, 3501 Civic Center Dr., San Rafael, CA 94903 or call (415) 473-6104. EEO/TTY