

# THE CITY OF LOS ANGELES HAS A JOB FOR YOU

*REVISED DEADLINE*

APPLICATIONS ARE NOW BEING ACCEPTED FOR FUTURE VACANCIES.  
ALL APPLICATIONS WILL BE KEPT ON FILE FOR A MAXIMUM OF 6 MONTHS.

## **PART-TIME STUDENT ENGINEER (TEMPORARY EXEMPT EMPLOYMENT OPPORTUNITY)**

Exempt Employment is based on a short term, as-needed basis.

No Benefits (no medical/dental/retirement benefits).

**APPLICATION ACCEPTANCE DATES:** *Deadline to submit April 3, 2015 - 4:00pm*

**DEPARTMENT:** Public Works, Bureau of Sanitation

**SALARY:** \$14.56 - \$21.92 per hour

\*\*\*Please be advised that salary range is subject to negotiated MOUs and/or Council approval. Therefore, the starting salary and salary range may vary depending on the date of employment. If you are selected, the actual starting salary and salary range will be provided to you at the time of the job offer.

**POSITION(S) AVAILABLE:** The Bureau of Sanitation is looking to fill various part-time Student Engineer positions located throughout the City of Los Angeles.

Note: These positions are Civil Service exempt, and are limited to less than 1,000 hours in a service year. A service year begins on the start date of employment and on each anniversary date thereafter. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights and may be removed, without any finding of cause, at any time. Work hours vary depending on the assignment and operational need. These hours could be worked or assigned consecutively or intermittently and there is no minimum guaranteed number of hours per week or per year. Some positions may require a valid California Class C driver's license

### **REQUIREMENTS:**

1. Current enrollment as a full-time (civil, chemical, environmental, mechanical, or electrical) engineering student with a minimum of two years of completed education
2. Must be at least 18 years of age.
3. Have proof of identity and legal right to work in the U.S.
4. AutoCAD experience desired for some positions

**Note:** For those positions which require driving, applicants must possess a valid California Class C driver's license and clean DMV driving record.

### **DUTIES AND RESPONSIBILITIES:**

A Student Engineer performs a variety of entry-level engineering assignments for special project or program such as:

- Planning, implementing monitoring, and coordinating the delivery of program services;
- Collecting, recording, organizing, and analyzing data;
- Investigating data anomalies to ensure accurate and reliable data;
- Assisting in the preparation and revision of program documents;
- Preparing technical reports, inter-office or departmental memos, letters, emails or

- other correspondence as necessary;
- Preparing outreach materials and assisting with public presentations;
  - Coordinating project information between various City, State and local agencies and organizations;
  - Participate in meetings, workgroups, and community events;
  - Provide staff support to other special projects as necessary.

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL QUALIFICATIONS:**

The Bureau is interested in candidates who possess the following knowledge, skills, and abilities including, but not limited to, the following:

- Knowledge of personal computer software (Word, Excel, Access);
- Ability to collect data and conduct research with minimal supervision;
- Ability to analyze and evaluate data;
- Ability to manage multiple work assignments under deadlines;
- Ability to understand and follow written and oral instructions;
- Ability to perform basic arithmetic computations and interpret statistical information;
- Experience in writing reports and making recommendations;
- Good written and oral presentation skills;
- Good interpersonal and communication skills in a professional office setting;
- Good follow-through and attention to detail.

### **METHOD OF EVALUATING CANDIDATES:**

Applications will be reviewed in order to identify candidates whose past and present work experience is most closely related to the position's duties and responsibilities. Candidates may be interviewed for their skills, knowledge, abilities and personal qualifications in the positions.

Final selection may be based on an oral interview and background checks will be conducted which includes contacting past and present employers, and review of prior convictions. **Selected candidates must pass a physical exam administered by a City physician and will be subject to a background check, including fingerprinting. Appointment is subject to background review and clearance.**

### **HOW TO APPLY:**

Interested candidates must submit a City of Los Angeles Application Employment Form PDR-1 Rev (5/2014) with a recent copy of unofficial school transcripts (no older than one semester/quarter) for consideration. Candidates are strongly encouraged to submit the application via:

FAX: (213) 485-2973; **or**  
EMAIL: [SAN.PERSONNEL@LACITY.ORG](mailto:SAN.PERSONNEL@LACITY.ORG)

An application may be accessed for download online at: <http://per.lacity.org/Application.pdf>