

## Senior Engineering Assistant

### Utilities

Hiring Range: \$49,875 - \$67,520

Deadline: 11:59 p.m. November 7, 2021

Chesterfield County's Utilities Department is seeking a Senior Engineering Assistant to perform a variety of paraprofessional duties for the Construction Section of the Utilities Department to include field research associated with the design of water and wastewater capital improvement & road improvement projects and assisting with construction related requests and inspections. Includes photographing and videoing sites and managing the storing and recordation of these photos and retrieval as needed. Attend field and pre-construction meetings providing support in clarifying issues and potential conflicts. Manage various improvement projects and oversee repairs and maintenance of the utility administration building. Assist with addressing resident concerns associated with the section's various projects and Real Property agents with easement acquisition questions & research. Coordinate and assist with the management of the closed-circuit television inspection (CCTV) contract and reporting. Review and prepare background information and recommendations relating to the current/future availability and requirements for the use of the public water and wastewater systems including preliminary route layouts and cost estimates. Prepare maps for special projects as needed. Perform related work as required. **Position open until filled (first review began July 26, 2021). This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.** Successful candidate will possess an associate's degree in engineering, construction management, or a related field; five years of experience in paraprofessional engineering involving public water and wastewater systems; or an equivalent combination of training and experience. Prefer experience in water and wastewater design and construction with an emphasis on land development, VDOT plan review, and local government. Must be capable of conveying moderately complex information to internal and external customers both orally and in writing in a professional and courteous manner. Excellent organizational record keeping skills and the ability to prioritize and handle multiple tasks accurately. Proficient in the use of Microsoft Office suite including Outlook/Word/Excel/PowerPoint & Teams. Preferred experience with ArcGIS, GPS, AutoCAD, and Adobe Acrobat. **Current valid driver's license and good driving record required. Based on the Virginia DMV point system, record must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by the applicant and presented at time of interview. Record must reflect at least three years of history and be dated within thirty days of interview date. Pre-employment drug testing, FBI criminal background check, and education/degree verification required.** A Chesterfield County application is required and must be submitted online by deadline. Visit [chesterfield.gov/careers](http://chesterfield.gov/careers) to view instructions and to complete and submit an application. (804) 748-1551.

*An Equal Opportunity Employer Committed to Workforce Diversity*