

State of Washington  
Dept. of Fish and Wildlife  
invites applications for the position of:  
**ENGINEERING AIDE 3 \*12069H**

**careers.wa.gov**  
Working for Washington State

**SALARY:** \$3,459.00 - \$4,542.00 Monthly

**OPENING DATE:** 12/23/14

**CLOSING DATE:** 01/25/15 11:59 PM

**DESCRIPTION:**



**Our Mission**  
To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

**Vision**  
Conservation of Washington's fish and wildlife resources and ecosystems.

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting, and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees: field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others – manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources. Find out more about us and the important work we are a part of at [www.wdfw.wa.gov](http://www.wdfw.wa.gov).

**Engineer Aide 3  
(Fulltime, Permanent)**

The Washington Department of Fish and Wildlife is recruiting to fill a full-time, permanent, Engineer Aide 3 position working for the Habitat Program Region 5. The duty station is the Vancouver Regional Office located at 2108 Grand Blvd. Vancouver, Clark County.

This full time, permanent position provides support to professional Habitat Engineers and Habitat Program staff working on the Columbia River Estuary MOA. Incumbent develops or assists in the design of some projects, creates details for development or information transfer to agency staff and other government, tribal, or private stakeholders as appropriate. Duties include collection of field data, survey, and computer aided drafting and design along with ArcMap GIS to produce engineering plans for environmental restoration and fish passage projects, project scoping, and map development. This position also assists in development of posters and presentations for statewide audiences of public and private stakeholders, and performs a variety of other Estuary MOA work as assigned.

**DUTIES:**

Computer aided drafting and design (CADD) along with ArcMap GIS to produce engineering plans, graphics, images, 3-dimensional models, displays, and digital file management.

- Gathers, collects, classifies, and enters into computer aided drafting applications raw data from a variety of sources.
- Evaluates data for completeness, reasonableness, reliability, accuracy, and consistency. Identifies and corrects questionable data, contacts engineer or data providers to verify information, and edits or updates data as needed.
- Uses computer aided drafting and design software and ArcMap GIS programs to produce hard copy and or electronic deliverables.
- Evaluates and validates field data collection results to determine accuracy and ensure the deliverable product is transferable to others.
- Reduces field notes, compile data from total station, level or laser level, transfers and interprets point data, reviews engineered drawings for accuracy, updates database as required.
- Drafting and illustrating, using arithmetic, algebra, geometry, trigonometry and various engineering formulas; construction methods, blueprint reading, reviewing specifications and guidelines; civil and environmental engineering or architectural details and standards.

Collects topographic and physical survey data, bed load and soil samples, and performs hydraulic monitoring. Conducts data collection surveys independently or as a team member, collects data with total station, level or laser level, inspects or monitors restoration and fish passage projects.

- Utilization of various survey instruments or hand tools to gather, collect, classifies, incorporate, and establish, data points of interest and significance during the collection process in the field.
- Conducts construction inspection in the field. Records, narrates, and describes accurately the conditions of a site.
- Provides information either verbally or in a transferable written or electronic document.
- Researches Cadastral Survey records, Historical Aerial photos, County records and other publicly available documents.

#### **QUALIFICATIONS:**

This position must have knowledge of habitat restoration and fish passage techniques; of map, chart, and engineering plan interpretation; of surveying equipment and software; and of all phases of Civil 3D CADD and ArcMap GIS procedures. Ability to perform restoration design work and complex drafting work; to exercise judgment in analyzing situations and determining sound courses of action; to organize and conduct several activities, and technical writing proficiency.

Ability to use handheld GPS, and other associated field data collection devices.

**Attention to Detail:** Job requires being careful about detail and thorough in completing work tasks.

**Cooperation:** Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Initiative:** Job requires a willingness to take on responsibilities and challenges.

Incumbents must be able to independently perform advanced computer aided drafting and design duties; utilizing Autodesk Civil 3D and ArcMap GIS and/or beginning level design duties.

#### **Desired Qualifications:**

Four years of experience involving engineering techniques, two years of which must have been at a level comparable to Engineering Aide 2.

#### **OR**

Two years of experience in environmental engineering or closely related field and a minimum of four years of advanced experience in computer aided drafting and design.

College-level course work with major emphasis in engineering may be substituted, year for year, for the required experience.

#### **SUPPLEMENTAL INFORMATION:**

##### **Working Conditions:**

Work will include approximately 60% of time will be in office setting, attending meetings or at computer, answering phones, responding to email. Some project sites are remote or along busy highways. Sites will be accessed through rough terrain by hiking, sea kayak, boat, or off road vehicle. Basic work hours are Monday –

Friday 8:00 AM –5:00 PM, however flex time is negotiable. Occasional long hours and overnight travel are required.

**How to Apply:**

To apply for this position you MUST complete your profile at [www.careers.wa.gov](http://www.careers.wa.gov) and attach the following to your profile before completing the online application:

- A cover letter describing how you meet the qualification of this position (generic cover letters will not be accepted)
- A current resume (please make it succinct)
- Three professional references (personal references do not count as professional references)

**Please note:** *Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.*

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your online profile at [www.careers.wa.gov](http://www.careers.wa.gov). Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the online process and avoid calling for information.

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The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.

**ENGINEERING AIDE 3 \*12069H Supplemental Questionnaire**

- \* 1. What best describes your level of education:
  - ☐ Associates degree
  - ☐ Bachelor's degree
  - ☐ Master's degree
  - ☐ Ph.D.
  - ☐ None of the above
- \* 2. What is your major area of study? If multiple degrees, please list each degree and major.
- \* 3. Have you completed civil or environmental engineering related coursework? Please describe courses complete and any degrees/certificates received
- \* 4. Are you registered as an Engineer-in-Training in the State of Washington?
  - ☐ Yes    ☐ No
- \* 5. Are you registered as a Professional Engineer in the State of Washington?
  - ☐ Yes    ☐ No
- \* 6. Are you registered as a Professional Land Surveyor in the State of Washington?
  - ☐ Yes    ☐ No

- \* 7. How many years of experience do you have using CADD software?
- \* 8. How many years of experience do you have using ArcMap or other GIS programs?
- \* 9. Are you proficient with the latest version of AutoDesk Civil 3D CADD software?  
☐ Yes   ☐ No
- \* 10. How many years of experience do have conducting field data, such as collecting topographic data, conducting inspections, and working on construction sites?
- \* 11. Describe your experience related to fish passage, habitat restoration, bank protection, and flood hazard reduction projects.
- \* 12. Are you willing and able to work in all weather conditions including snow, rain, and extreme heat and over difficult terrain and surfaces?  
☐ Yes   ☐ No
- \* 13. Have you been convicted of a misdemeanor or felony within the last (10) years?  
(Answering yes will not automatically bar you from employment)  
☐ Yes   ☐ No
- \* 14. Do you possess a valid Washington State, or other state, driver's license? (If selected for an interview, you may be asked to furnish your license and driving record.)  
☐ Yes   ☐ No
- \* 15. Please verify that you have included the following information in your online application:  
1) A chronological resume OR a completed online profile that includes education and employment history 2) A detailed cover letter describing how you meet the qualifications for this position. 3) Detailed responses to all supplemental questions. 4) Three professional references.  
☐ Yes   ☐ No
- \* Required Question