

**2018 SUMMER JOB OPPORTUNITIES
INGHAM COUNTY ROAD DEPARTMENT**

ENGINEERING ASSISTANT
TEMPORARY / SEASONAL – FULL-TIME
(Expect 40 hours per week, overtime is possible)

May 2018 through November 2018
(Dates are subject to change, extended vacations are not allowed June through August)

Hourly Salary: \$12.00 - \$17.00 / hour - commensurate with experience

Application Deadline: Open until filled

Required Documents: Resume, Cover Letter, On-Line Application

Responsibilities:

Under the supervision of the Design Engineer, Assistant Engineer, Sign & Signal Shop Supervisor, or Director of Engineering will perform all types of engineering related tasks including, but not limited to, topographic surveying, construction staking, construction inspection, computer database input, computer assisted drafting, quantity measurement and calculations, printing, traffic volume and turning data collection, collection and logging of Road Department infrastructure information, and updating inventory maps.

Location: Ingham County Road Department, Administration Building, 301 Bush Street, Mason.

Physical Requirements:

- Must be able to walk on various types of terrain and work outside in all types of weather.
- Must be able to stand for long periods, bend and squat repeatedly.
- Must be able to drive construction stakes with an eight-pound sledge hammer.
- Will be exposed to road and bridge construction sites.
- Will be exposed to hot mix asphalt, fresh concrete, diesel engine fumes, and work in and around construction materials and machinery.
- Must be able to lift weights in excess of 50 pounds.

Employment Requirements:

Must be at least 18 years of age, have a valid Michigan Driver's License and reliable transportation to assigned office building. Must be able and willing to work from dawn to dusk, weekends, and holidays. Must successfully pass a comprehensive drug screening and physical exam. Civil engineering coursework, computer proficiency, and land survey methods experience preferred.

How to Apply:

Please submit your application, cover letter and resumé online at:

<http://pe.ingham.org/JOBOPPORTUNITIES/CurrentJobOpenings.aspx>

If you have specific questions regarding this position please contact Robert Peterson, P.E., Director of Engineering, at rpeterson@ingham.org

EOE