

Structural Operations Aide

Pay Range: \$15.62 - \$18.58 per hour, DOE

Hours: Monday-Friday, 7am-4pm

Payroll Title: Engineering Aide

Department/Division: Parks & Community Services / Resource Management

Employment Status: Temporary

Closing Date: Open until filled

Position Summary

Assists higher level staff with the following tasks and assignments. Performs non-professional engineering support tasks within an office, field operation, or laboratory such as drafting, performing computations, and researching, maintaining, and updating records. Work requires a specific body of knowledge and/or procedural expertise as well as of office practices and organizational structure. May also execute non-routine assignments or special projects that require understanding of linkages between systems, operations and processes.

Primary Responsibilities

- Researches records, maps and other data to obtain typical information such as location, assets, building components, boiler, HVAC, pumps, and other building assets and park infrastructure components.
- Use computer equipment and software programs such as Adobe, Mapster and Microsoft Office applications.
- Calculates dimensions and quantities of materials such as roofing, flooring, pipe, concrete, asphalt and fencing.
- Assists in the preparation of system maps and databases.
- Assists in the maintenance of infrastructure records such as plans for parks, community centers, etc.
- Collects data used for park studies. Compiles data, prepare and maintain databases and spreadsheets. Assists in report preparation and documentation used in park studies.
- Identifies, obtains and compiles information for report preparation from a variety of different sources.
- May participate in the development and implementation of new/revised work steps, routines or processes.

Qualifications

- High school graduate with college coursework in engineering sciences, architecture, project management, construction management or related field.
- Work experience related to engineering, architecture or Park Management.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities.
- Considerable understanding of the operations and activities of the assigned function is required.
- Must have working knowledge of presentation, project management, and/or graphics PC software.

Physical Demands

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 40 pounds.
- The noise level in the work environment is usually moderately quiet.
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- Employee must be willing and able to work outside in all weather conditions.

Definition of a Temporary

- Hired on the City's payroll for up to 9 months working full-time or part-time.
- Cannot work for more than 9 months in the previous 12 months, whether in the same position or a series of consecutive positions.
- Cannot work simultaneously as a temporary employee and a temporary agency worker.
- A temporary employee who has worked the 9 month maximum in the previous 12 months must have at least a 3-month break in service before being re-employed by the City in another temporary status.
- At-will for the duration of the temporary status, except as indicated by union contract.
- Employment eligibility of a new hire into a temporary status must be verified.
- Temporary workers will be placed in non-regular positions, and shall receive no other compensation or benefits than the designated base hourly rate for hours of actual work performed except as specifically authorized by ordinance.

How To Apply

Application may be downloaded from the Temporary Jobs page, picked up at City of Bellevue, Parks Resource Management office located at 16023 NE 8th Street, Bellevue, WA 98008, M-F 7:30am-4pm, 425-452-6855 or picked up at the Service First Desk located on the main floor of City Hall: 450 – 110th Ave NE, Bellevue, WA 98004, M-F 8am-5pm.

Send completed applications with resume, if desired to:

City of Bellevue
Parks/Resource Management/ Structural Operations Aide
Attn: Michelle Campbell-Rekaby
16023 NE 8th Street
Bellevue, WA 98008

For more information, call Bret Wilson at 425-452-2932 or email: bwilson@bellevuewa.gov