



County of Hawai'i Civil Engineer I - SR-18

SALARY	\$23.15 Hourly \$4,012.00 Monthly \$48,144.00 Annually	LOCATION	Future vacancies with immediate vacancy in Hilo, HI
JOB TYPE	Permanent & Temporary Positions	JOB NUMBER	2020-00097
DEPARTMENT	Various	OPENING DATE	09/20/2020
CLOSING DATE	Continuous		

Duties Summary

Performs routine professional engineering work in the design, construction, maintenance, and operation of civil engineering projects; assists in preparing designs, plans, specifications, estimates, and reports; and performs other related duties as required.

This is a shortage category class of work. Person selected for vacancy may receive a shortage differential per month in addition to the starting salary indicated above. Effective June 1, 2022 the County of Hawai'i has increased its shortage differentials to offer more competitive salaries for this class of work.

There are two (2) immediate vacancies:

- one (1) permanent full-time vacancies with the Department of Public Works - Engineering Division in Hilo.
- one (1) permanent full-time vacancy with the Department of Water Supply - Engineering Division in Hilo.

The eligible list may be used for other Civil Engineer I vacancies as they arise during the life of the list for the Department of Environmental Management, Department of Public Works, and Department of Water Supply. Temporary appointment may lead to conversion to permanent appointment.

Examples of Duties

- Assists in making preliminary and final surveys.
- Reduces and plots survey notes.
- Computes vertical and horizontal curves and earthwork quantities.
- Prepares mass diagrams.
- Assists in the design of retaining walls, bridges, culverts, pipelines, sewers, sidewalks, highways, and other concrete, steel, and timber structures; develops details, checks computations, and prepares final working drawings, reinforcing steel details, and material schedules.
- Assists in the preparation of specifications and cost estimates.
- Conducts field engineering inspections.
- Checks and interprets plans and specifications.
- Tests construction materials.
- Computes lot closures and areas.
- Conducts land use studies.

- Computes extensions and adjustments to a triangulation system.
- Compiles data and prepares maps.
- Operates a vehicle to perform work-related duties.
- Performs other related duties.

Minimum Qualification Requirements

Training and Experience:

A combination of education and experience substantially equivalent to:

- graduation from an accredited college or university with a baccalaureate degree in civil engineering (scan and attach your official college transcript), and
- possession of a valid State of Hawai'i Driver License (Class 3) or any other valid comparable driver license at time of filing. (You will be required to submit your valid driver license at time of hire).

Examination: All applicants who meet the minimum qualification requirements will be assigned a score of 70 points. An education and experience evaluation will be conducted based on the applicant's training, education and experience as presented in the application.

Please read the minimum qualification requirements carefully. Be certain to list all pertinent training and experience, as this may be important in determining your examination score. It is essential that the applicant describe fully the duties and responsibilities of each position held, specify the date of each position held (from and to, month and year), and indicate the number of hours worked per week.

Attach all required documentation (e.g. official transcript, professional license(s)/certification(s), DD-214, etc.) at the time of submitting your application.

Note: In-person interviews and/or further testing in Hawai'i County may be required at the discretion of the hiring department/agency. If in-person interviews and/or further testing are required, applicants who are referred to the hiring department/agency must be available to participate in person and at their own expense at that phase of the selection process.

Knowledge of: The principles and practices of general civil engineering; engineering mathematics; engineering mechanics and the mechanics of materials; the principles and practices of topographic surveying; and structural, mechanical, electrical, hydraulic, and sanitary engineering principles to the extent that these apply general engineering principles common to all recognized fields.

Ability to: Perform engineering drafting and design work; interpret plans, specifications, and land descriptions; plot survey notes; and prepare maps, plans, profiles, and cross-sections.

Physical Requirements: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

Supplemental Information

Please scan and attach these supporting documents to your on-line application, if required:

- an official college transcript,
- a valid driver's license,
- a temporary assignment verification,
- professional licenses, and/or
- certificates,

Veterans applying for veteran's preference points shall also scan and attach their DD-214 form and as needed, their VA claim letter to the on-line application.

PLEASE APPLY IMMEDIATELY AS THIS RECRUITMENT MAY CLOSE AT ANY TIME.

ELECTRONIC NOTIFICATION TO APPLICANTS:

Please ensure that the email address and contact information you provide is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email box or NEOGOV account INBOX in a timely manner. Checking your NEOGOV account INBOX daily is recommended and is the most secure method to check on notices sent to you. This is a new feature created by our vendor, NEOGOV.

Please add info@governmentjobs.com to your contact list. Open your NEOGOV account using your user name and password. In the upper right hand corner of the account is your name, and under your name, click on INBOX to view all notices sent you. The notices will appear here in the INBOX even in the event you don't receive it on your cell phone, computer, or other electronic device. This is the best way to check and view all notices sent to you.

You will receive a confirmation email upon successfully submitting your application. Failure to receive this confirmation email, indicates that your application was not submitted.

Agency

County of Hawai'i

Address

Department of Human Resources
101 Pauahi Street, Suite 2
Hilo, Hawaii, 96720

Phone

808-961-8361

Website

<http://jobs.hawaiicounty.gov>

Civil Engineer I - SR-18 Supplemental Questionnaire

***QUESTION 1**

REQUIRED SUPPLEMENTAL QUESTIONS. The information provided to these Supplemental Questions may be used in combination with your application to determine whether you meet the minimum qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or you receiving a lower score. Please do not submit a resume in place of completing the Supplemental Questions. Any information you submit may be verified.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience Sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

☐ I acknowledge that I have read and understand the above information.

***QUESTION 2**

Applicants must meet all the requirements for the position they are seeking as of the closing date of the recruitment, unless otherwise specified. Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. It is essential that you describe fully the duties and responsibilities of each position held, specify the date of each position held (from and to, month and year), and indicate the number of hours worked per week.

Note: Calculation of experience is based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours per week is equivalent to six months of experience. In addition, hours worked in excess of 40 hours per week, per work experience, will not be credited. Example: Twelve months of experience at 60 hours per week is equivalent to one year, not one and one-half years.

☐ I acknowledge that I have read and understand the above information.

***QUESTION 3**

Did you graduate from an accredited college or university with a baccalaureate degree in civil engineering?

☐ Yes

☐ No

***QUESTION 4**

Did you attach your official college transcript?

☐ Yes

☐ No

***QUESTION 5**

Do you have professional civil engineering experience?

☐ Yes

☐ No

***QUESTION 6**

If you answered "Yes" to #5, please describe where you gained your professional civil engineering experience. Treat each change in employer or position separately. Include the following information:

A. Employer's name

B. Your job title

C. Specific dates of employment (from month/day/year to month/day/year)

D. Hours worked per week

E. Provide a detailed description of your professional civil engineering duties

F. The percentage of time you spent performing these duties

If you answered "No," enter N/A.

Be specific and complete ALL questions for ALL experience you are claiming. The following are unacceptable responses:

- See above

- Refer to resume

- See attached

***QUESTION 7**

Do you have a valid State of Hawai'i driver's license (Class 3) or any other valid comparable driver's license at the time of filing? (Note: You will be required to submit your valid driver's license at time of hire.)

☐ Yes

☐ No

* Required Question