

Engineering Student Assistant (Encroachment Permits Branch)

Posting Number: PE052F19



Positions Available: 2-3

College Major: **Civil Engineering**

Supervisor: Charles Maksoudian, Branch Chief, Encroachment Permits

Worksite: Caltrans District 12 Office, Santa Ana, CA

Schedule: Flexible - 20 hrs/week (Final schedule to be determined and mutually agreed upon by both student and supervisor)

Salary: \$13.52 - \$22.79 per hour

More Information

Responsibilities:

- In training capacity, the Student Assistant (SA) will provide assistance to Transportation Engineers by reviewing plans and specifications, verify compliance against Caltrans manuals, policies, procedures, standards and specifications; does data gathering, data analysis and report preparation.
- The SA will assist with processing new permit applications, preparation of permit reviews and reports to Permit Engineers for final approval/denial.
- Effectively studies, trains and use the Encroachment Permits Management System (EPMS) and Lane Closure System (LCS) databases and programs. Ensures permit processes are followed, permit codes and technical engineering terminologies are accurate, and permit status are up to date. Works on spreadsheets, and other computer applications and specific programs used by Division of Operations.
- Assist staff in permits billing analysis and calculation, secure file maintenance, and other duties as assigned.

Preferred Abilities:

Must have the ability to communicate verbally and in writing. Good analytical skills and easily trained to work on various Operations databases. Must be able to work with Microsoft Word, Outlook and Excel and be able to perform various calculations.

Prerequisites:

- Must be a college student attending classes during the regular term (Fall, Spring and Winter, if applicable), at one of the accredited colleges or universities on our affiliation list. To view our current affiliation list please paste the following URL into your browser: http://www.calinterns.org/wp-content/uploads/Affiliation_List.pdf
- Students must be enrolled at a minimum in: six semester units or nine quarter units for undergraduate students; four semester units or six quarter units for graduate students.
- Students declared major must match the major(s) listed in the job posting.
- Must have at least a 2.00 cumulative GPA. Official transcripts of all prior college coursework must be provided prior to employment.

Conditions of Employment: This is a part-time, temporary, at-will, non-benefited, student position. Employment in all positions with University Enterprises, Inc. is dependent upon the mutual consent of University Enterprises, Inc. and the employee. This means that either University Enterprises, Inc. or the employee can, at any time, terminate the employment relationship at will, with or without cause.

Depending on the type of position you are applying for, a pre-employment background check consisting of one or more of the following may be conducted: employment history, professional references, criminal check, educational verification (i.e., degree, license, or official transcript) and physical exam and drug urinalysis test. Applicants will be required to pass required pre-employment checks to the satisfaction of University Enterprises Inc., (UEI) and the hiring Agency or Department.

Final Filing Date: 09/12/2019

TO APPLY, please follow the link and click on "Apply for this Job":

<http://ueijobs.peopleadmin.com/postings/14380>

Only the most qualified applicants will be interviewed.

For more information on District 12 Student Assistant Program, email: D12.StudentProgram@dot.ca.gov