



Job/Student Classification	Student Assistant or Graduate Student Assistant
Job Code	CT50118E
Posting Number	PE695F18
Majors/Fields of Study	Civil Engineering or Environmental Engineering
Worksite	District 12 Office, Santa Ana
Pay Range	\$13.06 to \$20.14 per hour, depending on completed units and work experience.
Work Schedule	Part-time up to 20 hours per week, Monday through Friday 8 a.m. to 5 p.m. Schedule within these parameters is flexible, depending on students' schedule. Final schedule to be determined and mutually agreed upon by both student and supervisor.
Job Description	<p>Student Assistant duties include assisting Environmental Engineering staff in evaluating appropriate compliance measure for Caltrans and partner projects and ensuring appropriate recordation and storage of present and past documentation which include air quality analysis, site investigations, and other environmental studies in the fields of and/or related to air quality, hazardous waste, and/or noise/vibration.</p> <p>Training will be provided by Senior Transportation Engineer for all Environmental Engineering aspects of the project. The project also involves sorting all the files and then scanning the reports as PDF files as directed by Environmental Engineering staff on various types of technical reports including, but not limited to, air quality assessment, hot-spot analysis, hazardous waste assessment, site investigations, and noise/vibration impact analysis. All the scanned PDF files need to be placed in the appropriate folders in the network drive. Outcome will involve implementing a fully electronic documentation and data retrieval system for all Environmental Engineering projects.</p> <p>These records include field visit; project plans and scope of work; task orders; technical field procedures; monitoring or laboratory data; and relevant recommendations on environmental engineering issues and concerns in accordance with the state, federal, and local regulations and policies as well as Caltrans internal guidelines and policies.</p> <p>Utilizes various computer software including but not limited to Windows 10 Operating System and Adobe Acrobat.</p>
Prerequisites	<p>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 the UEI affiliation list.</p> <p>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. Must have at least a 2.0 cumulative GPA. Students declared major must match the major(s) listed in the job posting.</p>
Working Conditions	Work is performed in an office environment.
Closing Date	5/17/19
To apply, please click on this quick link	http://ueijobs.peopleadmin.com/postings/13330
For more information, please contact	<p>Angela Tran Angela.Tran@dot.ca.gov District 12 – Environmental Analysis</p> <p>Teresa Rodriguez Teresa.Rodriguez@dot.ca.gov District 12 - Student Program Coordinator Or email D12.StudentProgram@dot.ca.gov</p>