CONTRA COSTA COUNTY
PUBLIC WORKS DEPARTMENT
Student Worker Summer Jobs 2013
Salary range of the Student Worker Class ($9.96 - $12.44)

CONSTRUCTION DIVISION (MATERIALS & TESTING LABORATORY) Typical duties include: assisting in performance of a variety of material tests such as sieve analysis, sand equivalent, soil compaction, and moisture density tests, assisting in field sampling, gathering data and assisting with other technical work. Two (2) student workers positions for summer.

MAINTENANCE DIVISION (ROAD CREW – MARTINEZ) Typical duties include: lifting, carrying and moving heavy objects, supplies, work materials and other items, raking and shoveling materials, cleaning culverts, catch basins, creek channels and drainage ditches, flagging traffic, gathering data, assisting with technical work and preparing reports. This crew also does the crack seal, chip seal and fabric patching of County roadways. One (1) student worker position available.

FLOOD CONTROL DIVISION – ENGINEERING Looking for a student with Geographic Information System (GIS) training looking to expand their skills in the real world, by assisting GIS development for the County Flood Control District. The student will be scanning maps as digital images, then georectifying them for use in GIS software (ArcMAP). Specific features will be digitized from the maps into existing data layers. Other smaller GIS tasks may be performed as well as records research, filing, and spreadsheet work. The person should have taken advanced GIS coursework or show evidence of experience in GIS that demonstrates the ability to perform this work with minimal instruction. One (1) student worker position available.

FLOOD CONTROL DIVISION - WATERSHED PROGRAM if you are interested in environmental science, environmental studies, or resource management/planning, then this position will provide you with experience in our active County Watershed Program. The person in this position will assist in data collection, research, trash assessment and monitoring, public outreach events, and programs related to the County's effort to reduce and/or eliminate non-point source pollution contributed by urban and rural runoff. Other duties will include data entry, record-keeping, and assistance with the preparation of reports. One (1) student worker position available.

FLOOD CONTROL DIVISION – CLEAN WATER The Contra Costa Clean Water Program (CCCWP) seeks a motivated individual interested in gaining work experience related to stormwater quality management and protection. This individual will assist CCCWP staff and consultants in the review and analysis of municipal stormwater quality compliance programs. This activity will provide valuable insights into evaluating the effectiveness of local governments efforts to remove harmful pollutants, toxic chemicals, and potentially infectious bacteria and viruses from our local creeks, reservoirs, lakes, the Delta and Bay. One (1) student worker position available.

TRANSPORTATION ENGINEERING DIVISION –TRANSPORTATION ENGINEERING – PROJECT DEVELOPMENT Typical duties include: assisting staff in the scoping of potential projects which can involve field investigations, records research for existing information, developing a solution utilizing engineering principles and current standards, and preparing a request to initiate environmental review of the proposed project. One (1) student worker position available.

ENGINEERING SERVICES DIVISION – SURVEYS Typical duties include working in the field on roads and in creeks, helping and assisting a rod person on a 2-3 person Survey crew, performs construction staking, gathering of topographic data, cross sections of creeks, monument checking and preservation. Performs flagging and other related safety tasks, uses hand tools to perform manual labor related to survey activities, including driving stakes, lathes, nails, railroad spikes and rebar,

carries and sets up survey equipment in the office, logs maps, does basic review, data entry and filing of records. One (1) student worker position available.

CAPITAL PROJECTS/RECORDS DIVISIONS – HALF TIME EACH DIVISION

Capital Projects Division Typical duties include, sorting, filing, creating project folders, file organization, Indexing and filing of drawings, basic data entry, copying, scanning, distribution of correspondence and documents. One (1) student worker part time position (approximately 20 hours)

Records Section Typical tasks include filing, data entry, copying, scanning, "tagging" files for electronic storage, customer service, file maintenance; operating various blueprint and copy machines, copying of records for the public and sets of project plans. One (1) student worker part time position (approximately 20 hours)

QUALIFICATIONS

STUDENT AIDE / CIVIL ENGINEER

Minimum Qualifications:

- Students must be at least 18 years old.
- Must be currently enrolled in an accredited college, university or trade school.
- Eligibility for registration as an upper division student (Junior) in a Civil Engineering curriculum
- Possess a valid California Driver's License

STUDENT WORKER

Minimum Qualifications:

- Students must be at least 18 years old.
- Must be currently enrolled in an accredited college, university or trade school.
- Possess a valid California Driver's License

APPLICATION DEADLINE:
April 26, 2013

FOR AN EMPLOYMENT APPLICATION CONTACT:

CONTRA COSTA COUNTY, PUBLIC WORKS DEPARTMENT
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