

**CITY OF BAKERSFIELD – TEMPORARY EMPLOYMENT**  
(Employment may be eliminated at any time based on business necessity)

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**ENGINEERING AIDE I - TEMPORARY**  
(Position #: 25189)

**PUBLIC WORKS - SUBDIVISION SECTION**  
**\$17.28/hr.**

**REQUIREMENTS:**

- High School Diploma or G.E.D.
- Valid Class "C" driver's license **(must submit a current copy not older than 2 months of filing date, and attached with application)**
- Knowledge of civil engineering office or general office procedures.
- Knowledge of Microsoft Office Word and Excel.
- Ability to make simple mathematical computations.
- Good customer service skills.

**DUTIES:**

- Under close supervision, performs work of routine difficulty involving beginning level office work; assists in the performance of various office tasks: data entry, scanning, filing of engineering documents and street construction plans also may include dealing with the public, work is carried out under the supervision of an engineer or supervisor and is reviewed by continuous check and observation; performs other work as required.

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**HOW TO APPLY:**

- Submit City **Application for Temporary Employment, Voluntary Statistical Information Sheet, and DMV printout**. The "official" D.M.V. printout issued by the Department of Motor Vehicles only and issued within past 2 months to Human Resources Office at City Hall, 1600 Truxtun Avenue, Bakersfield, CA 93301. (661) 326-3773.
- Read and follow **all** instructions on the application. Provide **all** requested information. Explain **all** gaps in employment. Be sure to **detail your relevant experience**.
- Due to limited resources, we are unable to acknowledge receipt of your application. Be assured that all applications are reviewed and remain on file for six months. Qualified applications are referred to the hiring department as openings occur. The hiring department will interview selected qualified applicants and make the hiring decision.
- Please advise Human Resources staff if you need special accommodations for any part of the application process.
- All job offers are contingent on the applicant passing a pre-employment background check and/or drug screen.
- **Note:** Temporary employment may not exceed 960 hours in any 12-month period.