The Alaska Department of Transportation and Public Facilities (DOT&PF), Northern Region Preconstruction Division is currently recruiting for:

**Engineering Assistant I/II.**

The individual hired will work as a part of a design team assisting in designing capital work projects throughout the Northern Region of Alaska. These projects include airports, highways, rural roads, and buildings. Entry level Engineering Assistants support the Department’s Designers and Managers in developing plans, specifications, and estimates, in performing reconnaissance studies, and in developing the overall design of a project. This position also assists in managing consultant contracts. Engineering Assistants have the opportunity to travel throughout the Northern Region of Alaska for site visits and public meetings.

Key Responsibilities:

- Assist in the preparation of plans, specifications, and estimates for highway, aviation and building projects.
- Travel to locations throughout rural Alaska to perform reconnaissance studies, public meetings, and field investigations. This travel is often in small aircraft landing on remote airstrips.
- Writing technical engineering reports.
- Coordinating with various technical support groups.
- Assist in the management of consultant contracts: developing Request for Proposals, Scopes of Work, negotiation of fees and writing contract documents.

Desired Key Strengths:

- A Bachelor’s Degree in Engineering.
- Training or experience in AutoCAD, AutoCAD Civil 3D, or other civil design/land development software.
- Experience with Microsoft Office Suite.
- Ability to create and collect data in GIS data formats, and incorporate the data in GIS databases.
- Familiarity with Federal Aviation Administration and Federal Highway Administration design guidelines.
- General knowledge of arctic engineering principles.
- Excellent oral and written communication skills.
- Ability to establish and maintain good rapport with people that have differing points of view.
- Willingness to travel to remote locations.

Clearly state how you meet the Key Strengths for an Engineering Assistant I or II position. Additionally, please state your willingness and ability to work overtime, holidays, and weekends and your ability to travel on short notice to remote locations by small airplane or boat when required.

Your cover letter will be considered a writing sample and its quality and content will be used to determine which applicants will advance to the interview phase of the recruitment and selection process. If you do not provide a written response in the Cover Letter on the stated objectives above, you WILL NOT advance to the next step in the selection process and your application will be processed as INCOMPLETE.

For more information, please contact the Supervisor: John Doe at 907-300-3000