

MISSOURI DEPARTMENT OF CONSERVATION
INTERNAL AND EXTERNAL
JOB OPPORTUNITY

Post through July 20, 2007



PROJECT (CIVIL) ENGINEER- 2 Positions
Job Number 2007-064

LOCATION OF POSITIONS: Positions are located at the Conservation Headquarters in Jefferson City, Missouri. The positions are in the Design and Development Division.

SALARY RANGE: Annually \$49,272 - \$87,096
Beginning salary will be \$49,272 to \$59,928 depending on qualifications.

HOW TO APPLY: Apply on-line at:

<http://www.mdc.mo.gov/about/jobs>

If you are unable to apply on-line, you may obtain an employment application at any Missouri Department of Conservation Office or by calling (573) 751-4115, ext. 3694.

CLOSING DATE: You must apply by Friday, July 20, 2007.

If you are a person with a disability and need accommodation, contact Human Resources Division at (573)751-4115.

Human Resources Division, Missouri Department of Conservation
P. O. Box 180, Jefferson City, Missouri 65102 Telephone (573) 751-4115
Fax (573) 522-1787, Missouri Relay Center 1-800-735-2966 (TDD)

MISSOURI DEPARTMENT OF CONSERVATION
is an equal opportunity employer

THE DEPARTMENT

The Conservation Commission is responsible for the control, management, restoration, and conservation of the fish, wildlife, and forest resources of Missouri.

The Commission was created by an amendment to the Missouri State Constitution. The four Commissioners are appointed by the Governor and confirmed by the Senate for a term of six years. No more than two may be from the same political party. The Department is completely free of partisan politics and is considered a model conservation agency. Financing is primarily from the sale of hunting and fishing permits and a 1/8th of 1% sales tax voted by the citizens of Missouri to implement an expanded conservation program. Federal aid funds are also received from several sources.

The Department has divisions responsible for Administrative Services, Design and Development, Fisheries, Forestry, Human Resources, Outreach and Education, Private Land Services, Protection, Resource Science and Wildlife.

POLITICAL ACTIVITIES

Your political view is not a consideration in obtaining and holding your job with the Department. How you vote and whether you contribute to any political party is your own business. No employee of the Department may take any active part in politics or political campaigns, but all employees are urged to vote their convictions.

EMPLOYEE BENEFITS

In addition to salary, the Department provides these "fringe benefits":

1. Paid vacations.
2. Paid sick leave.
3. Paid holidays.
4. A paid group life insurance plan with option to purchase additional coverage.
5. A group health insurance plan.
6. State retirement plan is fully paid by the Department.
7. Credit Union for the employees.
8. Social Security benefits.
9. Workers' Compensation.
10. Employee Safety Program.
11. Deferred Compensation.
12. Cafeteria Program.
13. Paid Long Term Disability Insurance.
14. Mail Order Prescription Drugs.
15. Accidental Death and Dismemberment Insurance.
16. Dependent Life Insurance.
17. Employee Wellness Program.
18. Employee Assistance Program.

ANNOUNCEMENT NO. 2007-064

PROJECT (CIVIL) ENGINEER (CS J)

CLASS CODE 8194

DUTIES AND RESPONSIBILITIES:

Responsible for coordinating, scheduling, organizing, designing and administering contracts of/for assigned projects which includes engineering reports, plans, specifications, construction contract documents, estimates, securing necessary permits, complying with standards and codes. Emphasis is on light structural work, and general site development of Civil Engineering projects. Coordination and project-oriented supervision of technical personnel will also be required. It is a requirement of this job that the successful applicant affix his/her Professional Seal on all work products where a seal is required by law. Performs other duties as required.

QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or closely related field and a minimum of four (4) years of professional experience.

Must be a Registered Professional Engineer.

CORE COMPETENCIES AND SPECIAL ABILITY REQUIREMENTS:

Ability to:

Accept all responsibilities of the job and assigned tasks.

Use provided computer technology to enhance the quality of work and programs.

Keep focused on understanding, anticipating and responding to the needs of customers.

Administer financial resources in a manner which instills public trust and accomplishes the Department's mission.

Accept change and new information and cope with job pressure and stress.

Identify internal and external politics that impact the work of the Department.

Define a problem, analyze relevant information, and develop solutions and solve problems.

Maintain focus and intensity, and remain optimistic and persistent even under adversity.

Develop and sustain cooperative working relationships with Department personnel, consulting engineers, geologist, planners and the general public.

Demonstrate technical proficiency in areas of responsibility.

Create and sustain an atmosphere in which timely, quality information flows between self and others, and express facts and ideas in a convincing manner whether one-on-one or within or before groups.

Take a long-term view of the Department's or unit's direction and articulate a vision which integrates key program goals, priorities, values, and other factors.

Demonstrate regular and predictable attendance.

Persuade others to "buy into" a course of action.

Coach and challenge others to achieve their potential.

Administer human resources management principles in a manner which instills public and employee trust, maximizes employee potential, and fosters high ethical standards in meeting the Department's mission.

Develop new insights into situations and apply innovative solutions that make improvements.
Make timely and effective decisions with available information or knowledge within own span of authority.
Establish comprehensive and realistic plans of action to accomplish activities and evaluate progress.
Operate a motor vehicle and have or obtain a valid Driver License by date of employment.
Prepare technical engineering reports.
Prepare cost estimates and monthly contractors' pay estimates for construction projects.
Prepare technical specifications.
Communicate and negotiate between engineers, contractors and contract superintendents.
Use standard business software (spreadsheet and word processing) and civil design software (softdesk, eaglepoint or similar).

CONDITIONS OF EMPLOYMENT:

These positions have been determined to be exempt according to the Fair Labor Standards Act. Employees must agree to accept compensatory time off in lieu of cash payments in accordance with the Department's Compensatory Time Off and Overtime policy.

Smoking is prohibited in all owned, rented or leased Department of Conservation offices, buildings, and similar facilities, in Department aircraft, and in vehicles.

The Department of Conservation will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial employment or re-employment must submit to a drug screen following offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.