

# *U. S. ARMY CORPS OF ENGINEERS*

## **TEMPORARY SUMMER EMPLOYMENT ANNOUNCEMENT #10-3**

ENGINEERING AID, GS-802-03, \$12.31 per hour  
(*Construction Division 6 Vacancies*)

**Duty Station: FAYETTEVILLE, NC (FORT BRAGG)**

**Opening date: 1 March 2010**  
**Closing date: Open until filled**

**Beginning dates of employment: On or after 01 May 2010**  
**Ending dates of employment: On or before 30 September 2010**

**Work Schedules:** May be full time or part time. Full-time (40 hours per week) or Part-time (minimum of 20 hours per week)

**Area of Consideration:** Students: An individual who is enrolled as an Engineering degree seeking student and is taking at least a half-time academic course load in an accredited technical school, college or university, graduate or professional school for which high school graduation or the equivalent is the normal prerequisite.

**DUTIES:** Utilizing a limited background of a knowledge of engineering methods and practices related to construction, performs a variety of detailed tasks, in accordance with established methods, involving prescribed but non-standardized sources such as the receipt, processing, final action on shop drawings, contractor requests for information, contractor modifications and drafting work. Maintains contractor shop drawing submittal register, recording the receipt of required submissions and notifying supervisor when submittals are not received as scheduled. After receipt of drawings, files in appropriate order for further action. Assists in reviewing contract plans, specifications, shop drawings and similar information. Extracts data, makes necessary computations and confers with interested personnel to coordinate the work. Reviews correspondence, sketches, and similar data submitted by a contractor to substantiate a request for modification of a contract. Takes off quantities to verify accuracy of amounts shown by using elementary algebra and geometry, in addition to arithmetic. Performs a variety of drafting duties, primarily sketches to accomplish assurance of contract change orders. Coordinates preparation with staff engineers. Maintains set of up-to-date drawings for Technical Team reference. Performs on-the-job labor interviews, checking labor classifications, hours worked, etc., comparing wage rates with posted rates. Performs other duties as assigned.

**QUALIFICATIONS:** Applicants must have 6 months of general experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation, **OR** Completion of one year of full-time undergraduate study in Mechanical, Electrical, or Civil Engineering.

**APPLICATION PROCEDURES:** Resumes must include:

- Full name
- Social Security Number
- Date of Birth
- Address
- Signature on resume
- Proof of student status and GPA. Official transcript displaying current student status and
- Experience including specific dates, hours of employment, name and telephone number of supervisor

**Mail applications or resumes to:**

ATTN: CPAC - Summer Employment  
U. S. Army Corps of Engineers, Savannah  
P. O. Box 889 Savannah, GA 31402-0889

**Point of contact for this position:** Shirley Cheek, 912-652-5772