



**CITY OF ALBUQUERQUE**  
invites applications for the position of:

## **Engineer Pre-Professional UN**

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

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<b>CLASS CODE:</b>	U00177
<b>DEPARTMENT:</b>	Planning
<b>DIVISION:</b>	PL-Bldg & Dev Svcs
<b>BARGAINING UNIT:</b>	No Union
<b>REQUISITION #:</b>	2201516
<b>SALARY:</b>	\$15.53 - \$16.56 Hourly
<b>OPENING DATE:</b>	05/04/22
<b>CLOSING DATE:</b>	07/29/22 11:59 PM

### **POSITION SUMMARY:**

**\$15.53 per hour – Undergraduate Students**

**\$16.56 per hour – Graduate Students**

Under the supervision and direction of a City professional, perform a variety of duties in support of an assigned area including research, data management, technical writing, analysis of statistical data, and program development and design. This is a long-term opportunity with a work schedule of approximately 20 hours per week and is designed to allow students enrolled in a post-secondary educational program the opportunity to experience their chosen career path, develop new competencies, aid in career development, and improve job prospects upon graduation.

This is an unclassified at-will position.

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

### **MINIMUM EDUCATION, EXPERIENCE AND ADDITIONAL REQUIREMENTS:**

Currently enrolled in an accredited Bachelor's degree program or higher in Civil Engineering with a minimum Sophomore standing. GPA of 3.0 or better preferred.

#### **ADDITIONAL REQUIREMENTS:**

Possession of a valid Driver's License or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

**PREFERRED KNOWLEDGE:**

- Principles and procedures of data collection
- Principles of analytical and technical report preparation
- Electronic spreadsheet and word processing software (Word, Excel, PowerPoint, Access)

**PREFERRED SKILLS & ABILITIES:**

- Perform a variety of duties in support of an assigned area
- Under direction of professional, participate in conducting various studies
- Prepare a variety of clear and concise reports
- Respond to requests and inquiries from the general public
- Operate office equipment including computers and supporting word processing and spreadsheet applications
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://CABQ.GOV>

Position #2201516  
ENGINEER PRE-PROFESSIONAL UN  
MG

400 Marquette N.W.  
Albuquerque, NM 87103  
505 768-3700

[humanresouces@cabq.gov](mailto:humanresouces@cabq.gov)

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**Engineer Pre-Professional UN Supplemental Questionnaire**

1. If you answered 'Yes' to question #1, identify the type of degree program you are enrolled.
  - \* 2. Do you possess a valid Driver's License or have the ability to obtain by date of hire?
    - Yes
    - No
  - \* 3. Are you currently enrolled in an accredited Bachelor's degree program or higher in Civil Engineering with a minimum Sophomore standing?
    - Yes
    - No
  4. Do you currently possess a GPA of a 3.0 or better?
    - Yes
    - No
  - \* 5. I acknowledge that I am applying for an unclassified at-will position. Interviews may or may not be conducted as unclassified positions can be appointed.
    - Yes
- \* Required Question