



# *The City of Cottage Grove*

*is Recruiting for a Full-Time*

## ***Engineering Assistant/ Project Coordinator***

*Public Works & Development Department*

The City of Cottage Grove is looking for the right candidate with a unique blend of skills and abilities to fill the Engineering Assistant/Project Coordinator position. Position serves as the primary contact to the city engineers of record; facilitates communication for projects from start to finish; including the planning, development, coordination/processing of engineering permit applications for citizens and the construction/development community, and implementation of public works capital improvement activities in the following divisions: water, sewer, transportation, storm water, and parks. If you have great communication skills and a background in Engineering/Project Coordination please apply!

*Full Job Description and Application Materials Available online at:*  
***[www.cottagegroveor.gov/jobs](http://www.cottagegroveor.gov/jobs)***

***Application Deadline is Open Until Filled***  
***\$3,825.00 to \$4,882.00 Per Month DOE***

***Submit Application,  
Cover Letter, Resume  
and Three Work Related  
References to:  
City of Cottage Grove  
400 E Main Street  
Cottage Grove, OR 97424  
Email: [payroll@cottagegrove.org](mailto:payroll@cottagegrove.org)***

***Have Questions?  
Contact Human Resources at:  
541-942-3346 ext.114***

**THE CITY OF COTTAGE GROVE IS AN  
EQUAL OPPORTUNITY EMPLOYER**