

## ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs non-professional engineering work as a field and office assistant, working with a survey party, obtaining survey data, performing engineering computations and routine drafting assignments. This is the entry-level title in the non-professional Engineering series. Supervision is not ordinarily a responsibility of the position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts as a rodman or chainman and reads target on level rod;

Runs a transit or level to establish lines and grades for sewer, water maintenance, pavement or sidewalk construction;

Takes field notes;

Establishes bench marks;

Assists in the inspection of construction projects, obtaining survey data, performing engineering computations and routine drafting assignments;

Assists with inspection of laying sewers, drains and curbing;

Assists in making construction estimates and calculations;

Prepares monthly estimates;

Plots areas, sections and profiles;

Uses various computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of duties.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of surveying practice and theory; ability to read blueprints; ability to make simple sketches, maps, plans, and engineering computations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to get along well with others; accuracy; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in general construction work, highway maintenance, or survey work.

SUBSTITUTION: Satisfactory completion of 30 college credits\* towards a degree in Engineering Science, Construction Technology, Civil Engineering or closely related field may be substituted for one year of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Towns, Villages  
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J. C.: Competitive  
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Job Class Code: 0547