

ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS: The position involves performance of basic tasks in support of professional and para-professional engineering staff in the office or in the field. Work is directly supervised by higher level Engineers, or Engineering Technicians. Assignments include specific instructions. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares incident maps regarding traffic accidents;
Transfers records from paper copy to computerized storage;
Performs general clerical duties including filing, copying of materials and records maintenance of engineering related items;
Acts as chairperson or rodperson of a survey team;
Carries, marks and drives grade stakes for a survey;
Measures distances with chains and tapes;
Holds target for level or transit for a survey;
Traces and makes drawings using geometrical and trigometrical calculators for construction projects;
Gathers data relative to highway traffic conditions and Engineering reports such as daily temperatures or traffic counts;
Participation in inspections of construction of projects by providing assistance in soil tests, concrete tests and similar tests;
May operate the survey van;
May assist in maintenance of survey equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of algebra, geometry and trigonometry;
Working knowledge of the procedures used in surveys;
Working knowledge of the techniques used in drafting;
Working knowledge of the equipment, tools and terminology used in engineering projects;
Ability to understand written and oral instructions;
Mechanical aptitude;
Accuracy;
Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma including or supplemented by completion of a course in algebra, geometry and trigonometry.

SPECIAL REQUIREMENT: Possession of a valid driver's license at time of appointment.