

## **ENGINEERING AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve the performance of basic technical duties associated with civil engineering field projects or in the engineering office. In the field, an Engineering Aide typically uses surveying and related instruments in a survey group. Specific work assignments are received from higher-ranking employees, and are usually accompanied by detailed written or oral instructions. An Engineering Aide has more responsibility for methods chosen for accomplishing the work, and there is greater opportunity for the employment of an individual's judgement and basic engineering skills than in the class of Junior Engineering Aide. Additionally, an Engineering Aide is expected to operate more complex engineering surveying instruments. Direction is received from incumbents in any higher grade. Supervision may be exercised over laborers or Junior Engineering Aides. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Operates engineer's level and transit to establish grade and line;  
Secures or establishes elevations on surveys, operates a transit to locate established lines, points and angles, and establishes the relationship of surface features with each other by angles, elevations and distinctions;  
Makes simple engineering computations, and checks the computations of others;  
Reads and plots field notes;  
Assists engineers, as directed, in safety, traffic, soils, landscape or other work;  
Performs simple laboratory tests requiring basic technical skill and knowledge;  
Performs a variety of sub-technical engineering tasks in the engineering office.  
May supervise Junior Engineering Aides.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of physics and mathematics used in technical engineering work; good knowledge of the techniques and practices of surveying; working knowledge of micro-computer assisted drafting and design; ability to use a micro-computer employing purchased software; skill in the use of surveying engineering instruments and equipment; ability to apply such knowledge to field surveying and engineering computations; ability to use mechanical drawing instruments and mathematical tables; ability to use basic survey instruments; ability to read and interpret specifications, maps and technical drawings; ability to prepare and trace engineering drawings.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience assisting in civil engineering work (ie: surveying, drafting etc), which shall have involved use of a micro-computer.

**Note:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.