

## **ENGINEERING AIDE**

### **DEFINITION**

Under general supervision, to perform a variety of technical and civil engineering work in the field and in the office; to prepare a variety of reports; and do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry level Engineering Aide position. Incumbents should have training in engineering work and/or technical engineering work experience. Incumbents perform the less complex paraprofessional engineering work as they become familiar with the operations and policies of their assigned County Department and work unit.

### **REPORTS TO**

Assistant Director of Public Works

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **ENGINEERING AIDE – 2**

### **EXAMPLES OF DUTIES**

- Assists in preparation of preliminary plans and specifications for a variety of road, bridge, drainage, and related public works projects.
- Performs technical drafting work, performs materials testing.
- Receives and researches a variety of inquiries.
- Collects, organizes, summarizes, and analyzes a variety of technical engineering data.
- Performs field surveys.
- Uses a computer to reduce survey data.
- Performs earth volume and other calculations.
- Develops data for the acquisition of right-of-way.
- Performs traffic studies.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift material weighing up to twenty-five (25) pounds; ability to bend, stoop, kneel and crouch; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and the FAX machine.

### **TYPICAL WORKING CONDITIONS**

Work is performed in either office or outside environments; exposure to variations in temperature and humidity; exposure to gasses, fumes, and dust; continuous contact with staff and the public.

## **ENGINEERING AIDE – 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Methods of design and plan preparation.
- Construction methods, materials, and equipment.
- Computerized drafting methods and systems.
- Research and statistical methods.
- Use of computers and computer applications related engineering work.

#### **Ability to:**

- Prepare plans under general supervision.
- Prepare engineering reports.
- Analyze and evaluate engineering and statistical data and information.
- Develop accurate records, sketches, and notes.
- Perform drafting work.
- Perform fundamental engineering calculations.
- Operate a computer and use appropriate software in the performance of public works engineering responsibilities.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

**Special Requirements:** Possession of a California Driver's License issued by the California Department of Motor Vehicles.