

CLASSIFICATION SPECIFICATION



CLASSIFICATION:	Engineering Aide I/II	ESTABLISHED:	Prior 1995
ALLOCATION:	Community Development & Services Agency	REVISED:	July 2014
FLSA STATUS:	Non-exempt		
UNION AFFILIATION:	N/A – Extra Help only		

JOB SUMMARY:

Perform basic office and field engineering and survey support work; perform related work as assigned.

Engineering Aide I:

Under close supervision, learn to perform the simpler sub-professional civil engineering and surveying duties. This is the entry trainee class in the engineering support series.

Engineering Aide II:

This is the working level of this trainee class. As knowledge and experience is gained, duties become more diverse and are performed under general supervision. This is the journey-trainee class in the engineering support series.

CLASS CHARACTERISTICS:

This position reports directly to Assistant Public Works Director and may receive lead direction from Associate Civil Engineer. This class is distinguished from Engineering Technician in that the latter perform the full range of technical/engineering support duties.

EXAMPLES OF DUTIES:

Essential:

- Learn to operate computer-aided drafting equipment; draw layout and details; prepare maps, charts and graphic work.
- Assist staff in scanning, copying, binding, collating and recordkeeping.
- Organize and maintain records and files; maintain map files.
- Perform engineering related computer entry work.
- Gather data and assist in traffic counts and studies.
- Assist in the operation of survey equipment in the performance of routine land survey work.
- Pick up, deliver and store office and technical supplies and equipment.
- Prepare basic reports and maintain records of work performed.
- Learn to operate technical engineering office and field equipment.
- Assist higher-level engineering staff on project work as assigned.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles of algebra, geometry and trigonometry.
- Methods, techniques and equipment used in drafting, surveying and related work.
- Basic data entry operation.
- Pertinent county policies and procedures.
- Standard office practices and procedures, filing and the operation of standard office equipment.

Skill in:

- Performing drafting and graphic work, including preparing neat, precise and accurate drawings and plans.
- Making accurate arithmetic calculations.
- Learning the principles and practices of equipment used in technical engineering support work.
- Understanding and following written and oral instructions.
- Learning to read and interpret engineering drawings and maps.
- Preparing accurate and concise records and reports.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate effectively and efficiently verbally and in writing; follow and issue verbal and written instructions.
- Work as a member of a team in a unified team environment; working effectively with co-workers, volunteers and other County staff.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen for prolonged periods of time; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Strength and stamina to walk on uneven terrain and conduct field surveys, inspections and data gathering.
- Regularly drive a motor vehicle to visit field sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment; occasional field work.
- Specified positions may work with exposure to heavy traffic, hazardous terrain and various weather conditions.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Education and Experience:

ENGINEERING AIDE I:

MINIMUM: Graduation from high school with a minimum of math through trigonometry.

PREFERRED: In addition to the minimum, one year of related college level course work.

ENGINEERING AIDE II:

MINIMUM: Graduation from high school with a minimum of math through trigonometry and one year of field surveying or construction experience. Completion of fifteen semester units from an accredited college or university in Engineering, construction management, or drafting may substitute for the required experience.

PREFERRED: In addition to the minimum, one year of related college level course work and additional years of experience in field surveying or construction.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Public Works Approval: Mike Lee
Date:

EEOC: C
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____