

## ENGINEERING AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of basic technical duties associated with a variety of public works engineering projects, either in the field or in an office. Work assignments are received from the Engineering Department accompanied by specific instructions and supervision until routines are thoroughly mastered. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Operates a transit or level or serves as chairperson or rod person to locate established lines, set points, grades and angles; Makes basic engineering computations and checks the computations of others; Installs traffic data collection equipment and generates reports; Inspects and records placement quantities and dimensions for hot mix asphalt and recycling projects; Scans drawings, plans, and calculations; Organizes files; Assists engineers as directed in safety, materials testing, traffic, drainage and other survey or project work; Performs a variety of basic level technical engineering tasks in the engineering office and field; Performs associated clerical duties as required.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Working knowledge of high school mathematics including algebra, geometry and trigonometry; Working knowledge of the principles, techniques and practices of surveying; Working knowledge of basic computer applications, including the Microsoft Office Suite; Ability to understand and carry out oral and written instructions; Physical dexterity; Mechanical aptitude; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and either:

- A. Completion of courses in algebra, geometry and trigonometry; OR
- B. One year of experience as a helper on engineering projects; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Revised 3/14/83; 1/11/23

Reviewed 4/13/98, 10/30/03; 5/16/18