

ENGINEERING AIDE I and II

DEFINITION

Under general supervision, assists staff in the performance of field and office work related to engineering, surveying, waste management and transportation management; performs a variety of sub-professional office and field engineering work related to the planning and design of public works facilities; performs related work as assigned.

CLASS CHARACTERISTICS

The Engineering Aide I class (entry level) is distinguished from the Engineering Aide II class (journey level) by the latter's ability to perform assigned duties without close direct supervision.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assists in the collection of field and other data by measuring, sampling, monitoring or interviewing.

Research office files and records.

Calculates basic volumes, quantities and length.

Conducts routine field inspections of minor facilities and/or operations.

Performs simple engineering computations.

Prepares construction material samples and assists in testing.

Records and reports information verbally and in writing.

Acts as instrument person on survey crew.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and completion of course work in drafting, algebra, geometry, and trigonometry;

Engineering Aide I: and some training and experience that provides the required knowledge and abilities.

Engineering Aide II: and one year of experience comparable to that of an Engineering Aide I with the City of Ridgecrest.

Knowledge, Skills, and AbilitiesEngineering Aide I:

Some knowledge of: the procedure for preliminary and construction surveys; codes, ordinances, laws and procedures; basic algebra, geometry and trigonometry and their application to engineering and surveying.

Ability to understand material testing procedures; obtain and compile field survey information comprehensively; make basic field and office computations; communicate effectively verbally and in writing; establish and maintain effective working relationships.

Engineering Aide II:

Working knowledge of the procedures for preliminary and construction surveys; codes, ordinances, laws and procedures; basic algebra, geometry and trigonometry and their application to engineering and surveying. Skill in the use of drafting tools; a computer and a variety of software programs.

Ability to understand material testing procedures; obtain and compile field survey information comprehensively; make basic field and office computations; communicate effectively verbally and in writing; establish and maintain effective working relationships; understand and follow verbal and written directions; communicate effectively both orally and in writing; utilize a computer and a variety of software programs; conduct inspections and traffic counts.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record (may be required for some assignments).

PHYSICAL PROFILE: Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20.

ENGAIDEI&II.SPC