

POSITION TITLE: ENGINEERING AIDE
 DEPARTMENT: SERVICE
 DIVISION: ENGINEERING
 STATUS: NON-EXEMPT



Position Description

REPORTING RELATIONSHIPS

POSITION REPORTS TO		DIRECT REPORTS BY TITLE
City Engineer		None
DIRECT	INDIRECT	
0	0	

POSITION FUNCTION

Provides support and assistance to the engineering and community development staff.

JOB RESPONSIBILITIES: ESSENTIAL FUNCTIONS

Serves as liaison between Community Development and Service to integrate civil design drawings, mapping systems and software.

Assists Engineering staff with project designs and specifications.

Uses and maintains various engineering software programs including Auto CAD, Civil/Survey and Arcview and GIS.

Prepares material estimates.

Provides surveying, design, drafting, and cost estimates for in-house engineering projects.

Manages and maintains City construction and record plans.

Supplies computer generated maps for Engineering, Community Development and other departments and operations.

Assists surveyors in field determination of boundary and right-of-way lines.

Fulfills map requests from the public.

Responsible for the up-keep and stocking of supplies for the Division's plotter and Engineering copier.

Utilizes GPS for the mapping of City infrastructure.

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Employee is regularly required to walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, speak, hear and lift/move up to 25 pounds; Vision requirements include frequent close vision.

REQUIRED SKILL SETS

OCCUPATIONAL / TECHNICAL SKILL SET

Knowledge of basic principles and practices of civil engineering.

Knowledge of operation of basic engineering field equipment.

Knowledge of principles and practices of land surveying.

Knowledge of construction materials, plans, and specifications.

Knowledge of applicable state, federal and local ordinances, rules and regulations.

Knowledge of all computer applications and hardware related to the performance of the essential functions of the job.

Knowledge of the use of standard surveying equipment.

ADMINISTRATIVE SKILL SET

Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

COGNITIVE SKILL SET

Ability to apply logical thinking to solve practical problems.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures, and government regulations.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to demonstrate initiative and independent judgment.

COMMUNICATIONS SKILL SET

Ability to communicate clearly and effectively, both orally and in writing.

INTERPERSONAL SKILL SET

Ability to establish and maintain effective working relationships within the Service and Community Development Departments and with other departments.

Ability to deal courteously and diplomatically with the general public.

Ability to use tact and discretion.

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in a normal office environment; however, some (less than 1/3) of the incumbent's time is spent outdoors.

EXPERIENCE, EDUCATION, AND LICENSING REQUIREMENTS

High school diploma or equivalent; associate's degree in related technical field preferred; possession of a valid state driver's license; 2 years of Auto CAD and/ or Arcview experience; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.

LAST REVISED

CONTENT APPROVED BY

APPROVAL DATE