

ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This work is of a repetitive and mechanical nature. An engineering aide is first assigned simple duties in field survey parties or in office work with the difficulty of assignments gradually increasing as proficiency is acquired. General instructions are given for each routine task with specific and detailed explanation for each new duty to be performed. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

On survey parties, acts as chairman or roadman; carrying, marking and driving stakes; holding target for level or transit; measuring distances with chains or tapes; setting and marking grade stakes;

Traces and makes drawings from rough sketches;

Makes or checks arithmetic calculations;

Prepares previously corrected maps for lithographing;

Makes entries on a map and card record.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of civil engineering; some knowledge of engineering field and survey work; working knowledge of mathematics; working knowledge of CAD; manual skill and mechanical aptitude; ability to read and interpret blueprints; ability to understand and follow oral and written directions; willingness to learn and perform a variety of tasks required; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

1. Sixty (60) credit hours from a regionally accredited college or university, 15 of which are in courses directly related to engineering technology, drafting, construction or CAD design;
OR
2. One year of experience assisting in civil engineering work; OR
3. An equivalent combination of training and experience as set by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: August 11, 1999

CIVIL SERVICE CLASSIFICATION: COMPETITIVE