

ENGINEERING AIDE III

DEFINITION

Under general supervision, performs field and office work related to engineering, surveying, waste management and transportation management; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and final level in the Engineering Aide series. Engineering Aide III may be a working supervisor and is distinguished by performance with minimum 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.

Collects field and other data by measuring, sampling, monitoring and interviewing.

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

Researches 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 completes or assists in testing.

Acts as instrument person on a survey crew.

Records and reports information verbally and in writing.

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; and three years of experience in engineering survey work or two years of experience as an Engineering Aide II with the City of Ridgecrest.

Knowledge, Skills, and Abilities

Some knowledge of basic methods in preliminary and construction surveys; codes, ordinances, laws and procedures; basic algebra, geometry and trigonometry and their application to engineering and surveying; common engineering terms and construction methods.

Ability to understand legal property descriptions, engineering records, plans and maps; 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.

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.

ENGAIDEIII.SPC