

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ENGINEERING AIDE **GRADE:** 8

TITLE ABBREVIATION: ENGINEERING AIDE **TITLE NO.:** 6370

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** ENGINEERING

SUPERVISOR'S TITLE: SENIOR ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This work involves progressively increasing levels of subprofessional engineering work including the completion of elementary engineering tasks and the use of engineering instruments on ordinary survey work. General instructions are given for routine tasks with specific and detailed instructions given for new duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Uses a transit and level and modern surveying equipment (EDM) to establish lines, grades and bench marks;
2. Takes, computes and plots field survey notes;
3. Assists in making construction estimates and calculations;
4. Plots cross sections, profiles, base lines, and topography;
5. Maintains engineering and surveying instruments in working order;
6. Assists with inspections of maintenance and/or construction project;
7. Assists in engineering work in the field and in office involving tasks requiring limited technical knowledge related to an engineering function, such as work in connection with road permits, traffic control and safety, subdivisions and specifications.
8. May use computer aided drafting program(s) to assist Senior Engineer or other person in design work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of engineering field and survey work; working knowledge of drafting; thorough knowledge of basic mathematics, mechanical aptitude; ability to understand and follow oral directions; accuracy; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Completion of thirty (30) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with at least fifteen (15) credit hours in engineering, mathematics, science, surveying, architecture, drafting, or related field of study; OR
- (B) Graduation from high school, or possession of a high school equivalency diploma, and one (1) year of work experience in the field of engineering, general construction and/or public works activities; OR
- (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

NOTE: Possess and maintain a valid driver's license.

REVISED: 09/14/17 dc