

ENGINEERING AIDE I/II

Class Definition

Under supervision, performs manual and semi-technical work in an office or with an engineering survey party.

Distinguishing Characteristics

Engineering Aide I is a trainee level class requiring no previous experience. Incumbents perform trainee level duties, under close supervision, involving routine engineering surveying, drafting, and/or traffic counts/surveys, and which may involve some public contact.

Engineering Aide II is the working level class in the Engineering Aide series. Incumbents perform moderately difficult traffic counts/surveys, drafting, and surveying duties which may involve some public contact.

These classes are distinguished from the Engineering Technician series in that incumbents in that series perform technical engineering work.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Re-supplies survey vehicles with work supplies for daily assignments.

Acts as a rodman or chainman on a survey team.

Uses or assists with the level rod and adjusts and reads target in obtaining existing elevations or in establishing elevations.

Pounds stakes for surveying tasks; marks technical data on stakes for construction use.

Operates level, theodolite, total station and other surveying instruments.

Cleans and cares for surveying instruments and tools.

Performs miscellaneous filing, mapping, and drafting.

Conducts traffic counts; sets up traffic counters on-site.

Inputs miscellaneous traffic data and counts into computer.

Maintains the traffic surveillance program mandated by the State of California.

Assists with miscellaneous engineering studies.

Through telephone contact, receives requests from citizens for traffic count information.

May be trained and certified for survey work on hazardous waste sites.

Performs related duties as required.

Knowledge, Abilities, and Skills

(By the end of the probationary period, incumbents will be required to demonstrate adequate knowledge, abilities, and skills to perform all tasks at the working level.)

Knowledge of mathematics and the ability to make required arithmetical computations quickly and accurately.

Knowledge of engineering maps and records, and ability to trace maps and records.

Knowledge of typing/computer keyboards.

Ability to follow oral and written instructions.

Ability to communicate with a crew through use of technical hand signals.

Stamina to withstand long working hours outdoors and occasionally under adverse weather conditions.

Minimum Qualifications

Engineering Aide I

Nine semester units of accredited college or university course work in geometry, drafting, or surveying, or a related field. Six months of experience in manual and semi-technical engineering work may be substituted for the required education.

Engineering Aide II

Six months of experience as an Engineering Aide with the City of Fresno.

- OR -

Nine semester units of accredited college or university course work in geometry, drafting, or surveying, or a related field; and six months of experience in manual and semi-technical engineering work. Six months of additional qualifying experience may be substituted for the required education.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on file)
Director of Personnel Services

DATE: 04/02/01