

ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves participating in engineering field surveys in preparation for construction projects. Duties are performed under the direct supervision according to established practices and procedures. An Engineering Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Sets up and uses transit, level, and compass to measure angles and elevations;
- Measures distances using range poles;
- Lays out grade stakes;
- Records field notes;
- Flags traffic around survey party;
- Calculates curves using tables;
- Makes arithmetic calculations;
- Performs inspections and reports findings to supervisor;
- Assists in working construction estimates and calculations;
- Cleans brush from survey sites;
- Prepares tracings of alignments and profiles;
- Plots areas, sections and profiles;
- Maintains files on surveys and bridge inventory;
- Cleans and does routine maintenance on survey crew vehicles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of construction and engineering survey practices; knowledge of the use and operation of personal computers, software and equipment; skill in the use of surveying instruments; ability to make arithmetic computations and record engineering data; ability to interpret engineering tables, charts, and drawings; ability to carry out oral and written instructions; ability to maintain office engineering files; manual dexterity; willingness to work outdoors year round; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A.) Graduation from high school or possession of a high school equivalency diploma and one (1) year experience in general construction work, highway maintenance or survey work;

OR

- B.) Thirty (30) credit hours of post high school education which includes a concentration in engineering science, construction technology, civil engineering or closely related field.

SPECIAL REQUIREMENT: Possession of a Class 5 New York State driver's license at time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 4/29/08