

ENGINEERING AIDE 11

DISTINGUISHING FEATURES OF THIS CLASS: The work involves performance of technical, routine work requiring application of moderately advanced engineering skills and following prescribed methods and procedures in connection with field and office engineering work.

Employees may be assigned to inspect repair and replacement of street, sidewalk, and sewers, keep detailed notes and quantities, and, coordinate with Contractors in regard to compliance with street, sewer, and grading and mining permits. Employees file inspection reports and perform related word processing and CAD drafting on computer. Work assignments are usually accompanied by detailed written or oral instructions. Employees have increasing responsibility and greater opportunity for independent judgment as experienced is gained.

EXAMPLES OF WORK: (Illustrative only)

Serves as construction on City Street and sidewalk projects, taking detailed notes and quantities for unity price contracts.

Keeps daily log;

Serves as construction inspector for street opening and sewer permits to monitor compliance with City specifications and special conditions. Keeps daily status. May work at night for utility work in downtown business district where City requires night work;

Serves as inspector for grading and mining permits and inspects and monitors erosion control measures and construction sites; Prepares CAD sketches and details;

Prepares quantity spreadsheets and does math checks of Contractors payment requests.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARECTERISTICS: Working knowledge of general construction, specifications and drawings, knowledge of techniques for field measurements, ability to communicate with Contractors and City Departments to resolve construction problems, basic PC computer skills in word processing, spreadsheets and CAD drafting.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a New York State accredited two (2) year college with an Associate's Degree in Civil Technology, and one (1) year of satisfactory experience as a field inspector; or
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of satisfactory full-time paid experience in field work, engineering office work, or in a design drafting environment, one of which shall have been as a field inspector; or
- C) Any equivalent combination of training and experience as defined by the limits of A and B above.