

**JOB DESCRIPTION**  
**Engineering Aide**  
**Code Number: 22023**

**GENERAL PURPOSE**

Under general supervision, performs a variety of routine engineering and mapping technician support assignments including assisting customers seeking engineering records; printing maps and other documents requested; noting records and maps to be updated; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Engineering Aide is a specialized non-technical engineering support class that serves as an assistant to the journey level engineering and mapping technicians. Initially under direct supervision, incumbents learn and perform a variety of administrative and specialized engineering clerical support duties relating to the maintenance and distribution of engineering plans and maps.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

Replaces updated hard copy engineering plans and maps to reflect changes resulting from new projects or as-built information received for completed projects.

Assists walk-in and call-in customers by providing information from plans and maps or copies of plans and maps as requested.

Prints out simple displays and maps from existing data using GIS or other personal computer software.

Maintains a variety of standard office and specialized records, logs and files received, processed and distributed; summarizes routine information and prepares simple reports.

Verifies the accuracy of input data; generates reports and documents; performs other miscellaneous clerical duties such as data entry, answering telephones, processing transmittals to customers.

Performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Filing practices and procedures and standards for tracking, filing, and retrieving engineering drawings, records, and maps; District office practices; customer service etiquette; office administration practices and procedures; correct English usage, including spelling and grammar and punctuation; District and department rules, policies and procedures.

### **Ability to:**

Read and understand construction plans; perform basic arithmetic; use a personal computer; operate standard office equipment; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral instructions; communicate effectively, both orally and in writing; make sound independent judgments within established guidelines.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D.; equivalent; and one year of office administrative support experience, preferably in an engineering or public works environment ; or an equivalent combination of training and experience.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to walk, stand and sit; talk and hear, both in person and by telephone; use hands to finger,

handle, feel or operate standard office equipment; and reach with hands and arms. The employee is occasionally required to lift objects weighing up to 25 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral communication skills; read and interpret information and documents; analyze and solve problems; observe and interpret situations; use math/mathematical reasoning; learn and apply new information and skills; perform detailed work on multiple tasks, and be able to handle many interruptions during the day and get right back on task after each one.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee usually works under typical office conditions where the noise level is generally quiet. Employees may infrequently be required to work in outside conditions, exposed to hot or cold conditions, where the noise level may be loud.

**FLSA DETERMINATION:** Non-exempt.