

ENGINEERING AIDE III

NATURE OF WORK IN THIS CLASS:

This is complex technical engineering drafting or surveying work.

Employees in this class perform complex technical drafting or surveying work independently on an on-going basis and participate in related field work.

ILLUSTRATIVE EXAMPLES OF WORK:

Performs basic engineering design work for proposed projects such as electrical system, electronic system, water and sewer system based on information gathered in field survey.

Sets up, adjusts and may operate transit and level in running lines and grades; enters data in field books; reduces field notes; plots cross sections and profiles.

Performs complex drafting and computational work in the preparation of plans and specifications for street paving, sewer and water constructions, electrical and telephone constructions and other engineering projects.

Transfers survey data to maps, profiles, cross-sections and drafts; maintains island maps and plans.

Maintains engineering records; prepares and reviews specifications and contract documents; makes cost comparison; issues permits and performs office management duties.

May inspect construction work to insure compliance with plans and specification.

Maintains records and prepares reports.

May operate transit and level in construction lines, sets grade stakes, and places cut and fill stakes; serves as accurate recorder on traversal, triangulation, or level survey work.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of drafting and department standards concerning inspection and material testing.

Knowledge of techniques and procedures employed in cadastral survey work.

Knowledge of construction materials and of methods and procedures employes in their use.

Knowledge of mathematics and its use in field surveying and engineering computation.

Ability to prepare moderately complex reports and review records for accuracy.

Ability to perform precise survey work to make engineering computations, and to reduce field notes.

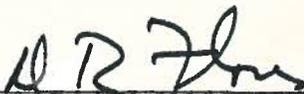
Ability to train and lead a small crew of aides.

Skill in the care and use of drafting and/or surveying instruments.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One year of experience in drafting or surveying work and graduation from high school supplemented by courses in drafting and mathematics; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES
Executive Director
Civil Service Commission