

ENGINEERING AIDE I

NATURE OF WORK IN THIS CLASS:

This is routine drafting and/or surveying work.

Employees in this class perform routine drafting work independently after initial training and work under closer supervision on more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties that may be assigned; nor do the examples cover all the duties that may be listed).

Performs simple drafting work such as reducing and plotting simple field notes; assists in searching land records.

Figures applicable scales; performs simple mathematical lettering; makes minor alterations to drawings containing clearly depicted objects by following furnished notes, records and sketches, or specific verbal instruction; retraces simple completed drawings with ink or pencil.

Searches records and files; files and duplicates plans and other material and performs clerical work.

Cuts bush along line of sight; digs for survey monuments.

Keeps all equipment such as machetes, chain, axes, and reels cleaned and oiled or sharpened.

May assist in field surveys as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic mathematics.

Ability to learn and apply basic principles of drafting.

Ability to follow oral, written and graphic instructions.

Ability to work effectively with the public and employees.

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

MINIMUM EXPERIENCE AND TRAINING:

(a) Graduation from high school, supplemented by courses in drafting and basic mathematics; or

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(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES
Executive Director
Civil Service Commission