

# **SENIOR ENGINEERING AIDE**

**Department: Varies**  
**Classification: Competitive**  
**Specification Number: 4810**  
**Approved: 7/7/23**  
**Revised: by JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school and two (2) years of experience in an engineering capacity.

**NOTE:** Additional education in Engineering, Architecture, Construction or a related field may be substituted for experience on a year-for-year basis.

### ***PROMOTIONAL***

Two (2) years of permanent competitive status as an Engineering Aide.

## **NECESSARY SPECIAL REQUIREMENT**

At the time of appointment, and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, an employee in this title performs technical work assisting on engineering projects. The incumbent operates engineering equipment in executing assigned tasks in the office or in the field. Work assignments are usually received by written or oral instructions. As experience is gained, employees are given more responsibility for work methods and greater opportunity to use independent judgment and engineering skill. Some supervision may be exercised over Engineering Aides. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Inspects construction sites to ensure compliance with established standards;  
Operates an engineer's level to establish grade; Secures or establishes elevations;  
Locates established lines, points and angles, and establishes the relationship of surface features with each other by angles, elevations and distances;  
May act as chief of an engineering survey crew;  
Prepares field notes; plots cross sections; inputs data to computer files, maintains files and manipulates programs as required;  
May act as a soil inspector for construction projects, checks soils for compaction and density and inspects materials being used for conformance to specifications;  
Records work performance, data sampling, and quantitative and qualitative data;  
May operate office equipment to maintain records, edit and update engineering data and perform mathematical computations;  
Performs a variety of sub-professional engineering tasks in engineering office;  
Assists in the inspection of sewer installations and treatment facility projects;  
May supervise Engineering Aides.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of mathematics and its application to surveying and engineering computations; good knowledge of the techniques and practices of surveying; good knowledge of the principles, practices and instruments used in engineering drafting; skill in the use of engineering instruments and equipment; ability to input data and otherwise use a computer terminal; ability to use basic surveying instruments; ability to understand and follow oral and written instructions; ability to read and interpret specifications, maps and technical drawings; ability to make engineering computations quickly and accurately; ability to prepare and trace simple engineering drawings with neatness and accuracy; physical condition commensurate with the demands of the position.