

ENGINEERING AIDE

Department: Varies
Classification: Competitive
Specification Number: 4800
Approved: 9/16/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma.

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 direct supervision, an employee in this class performs elementary work assisting on engineering projects. The incumbent uses elementary engineering techniques and equipment in performing routine sub-professional work in the field or office. Progressively more difficult tasks are assigned as experience is gained. Work is performed under direct supervision with little independent judgment or action required, and assignments are accompanied by specific instructions until routines are thoroughly mastered. Does related work as required.

TYPICAL WORK ACTIVITIES

Serves as rod person, chain person or axe person on a survey crew; clears brush, drives stakes, holds prism rod, takes simple notes, makes minor sketches; cleans and cares for equipment;
Assists in the inspection work of construction projects; draws rough sketches and completes inspection reports;
Assists in testing construction materials;
Performs general engineering office work of comparable level; plots cross sections, traces maps, colors prints, makes tracings of engineering drawings;
Operates standard engineering office appliances such as computers, adding machines and duplicating machines;
Assists in maintaining records of engineering and construction projects;
Assists in the installation and inspection of traffic control devices; collects data related to traffic control;
Serves on waterways survey crew performing basic survey functions.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of high school physics and mathematics, including algebra, geometry and trigonometry; working knowledge of simple engineering instruments, equipment and practices; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position.