

ENGINEERING AIDE

Code No.: 4-14-002
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position in a town, village or County department responsible for assisting engineering or plant operations personnel perform routine and basic technical support tasks. Assignments may include surveying, plant operations, field observation or elementary drafting in an engineering office. General instructions are given for routine tasks, and specific instructions are given for new tasks. Work is often performed out-of-doors in all types of weather. Direct supervision is received from a senior staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Uses existing maps to measure, locate, and stakeout water and sewer mains, lines, and related underground facilities;

Transfers location and other "as built" information noted during field work to office cards, records, and maps;

Assists engineers, technicians, and surveyors in conducting field surveys;

Assists engineers and technicians in equipment installation and operation, or sets up equipment for survey party;

Assists engineers and technicians perform simple on-site and laboratory tests, makes calculations, and conducts simple inspections;

Performs elementary drafting or drawing of maps from layouts developed by others;

Prepares previously corrected maps or other materials for reproduction;

Monitors and observes meters and gauges, noting unusual readings and recording all data on report sheet;

Performs a variety of clerical tasks requiring familiarity with engineering terminology and methods;

Cleans and performs minor maintenance on equipment;

Assists plant operations and/or maintenance personnel in a water pollution control facility;

Performs elementary calculations, data reductions, quantity takeoffs, and quantity extensions;

Assists engineer in construction inspection duties on contract work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of engineering field survey work; working knowledge of plant operations, inspection techniques, and laboratory testing procedures; working knowledge of mathematics including algebra and geometry; working knowledge of elementary drafting; ability to read maps; ability to locate utilities in the field using maps and simple measuring devices; ability to record simple notes; ability to understand and interpret technical instructions and dimensional drawings; ability to record and graph lab data; ability to inspect pumps and perform laboratory tests; ability to follow oral and written directions; manual dexterity; accuracy; willingness to work out-of-doors in all types of weather; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: June 22, 1989