

ENGINEERING AIDE

NATURE AND VARIETY OF WORK

This is limited technical and skilled work of a non-professional engineering nature in the field or office. Employees assigned to this class are expected to provide technical services to professional and para-professional engineering personnel. Work is performed under the close supervision of an engineering technician or professional level engineer position.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Participates in the collection and tabulation of traffic data and transit operating and ridership data from Metrobus, Metrorail and County transit systems, or other engineering related data.

Maintains records of observed traffic and transit operations or transit passenger movements as directed.

Prepares statistical and operating reports as assigned by supervisor.

Inputs data directly into computer data base from compilation sheets.

Assists construction standards inspectors with the sampling and testing of various materials used in highway construction.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the practices, methods, procedures, materials, machines, tools and equipment used in sub-professional engineering work.

Knowledge of high school level mathematics.

Ability to compile and tabulate data.

Ability to read and interpret simple plans and charts.

Ability to prepare and maintain accurate notes and records and to make oral and written reports.

Ability to understand and carry out oral and written instructions.

MINIMUM QUALIFICATIONS

High school diploma or equivalent GED; or an equivalent combination of education and experience which provides the required knowledges, skills and abilities.

CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid driver's license.

Willingness to work outdoors in any kind of weather.

Willingness to respond to emergency service calls on a 24-hour basis.

REVISED: 10/88