

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

ENGINEERING AIDE

JOB PURPOSE

Under supervision, to perform a variety of office and field engineering tasks related to drafting, construction inspection, surveying, and office research; to assist the public; and to do other work as required. Incumbents generally perform a wide variety of routine to moderately difficult work in support of engineering services and may be assigned special project responsibilities. This is the entry class in the engineering series and advancement in this series can be expected upon the recommendation by the department head based upon performance.

EXAMPLES OF DUTIES

Essential Duties:

- Primary public contact person at the Public Works Department counter;
- Processes encroachment, sanitary sewer hookup, and other permits;
- Calculates development fees and service fees;
- Researches files for various fees, easements, regulations, procedures, and other information required by public inquiries and City staff;
- Reviews improvement plans for public and private projects;
- Files and logs maps and other documents;
- Prepares rough drafts of letters and reports for others to finalize;
- Stocks, maintains, and operates blueprint machine;
- Performs right-of-way research for road alignment and drainage projects;
- Prepares graphs and charts;
- Prepares preliminary drawings or plans from survey data;
- Checks calculations for grading, sewers, landscaping and other improvements to assure compliance with City regulations;
- Prepares and reviews constructions estimates;
- Monitors construction schedules;
- Assists in reviewing and inspecting sewer lateral connections, extensions, driveways, encroachments, and less complex construction work for conformance with engineering plans, specifications, and City design criteria;
- Gathers information for the preparation of construction plans and specifications;
- Inputs, accesses, analyzes data and generates reports using a computer;
- Assists the public in the office and in the field by answering questions regarding City regulations, ordinances, rules, maps and the status of projects;
- Writes letters, memos, and reports;
- Updates and revises maps and road atlases.

Marginal Duties:

- Reviews vehicle accident reports to identify damage to City property and posts accident data;
- Makes copies and blueprints;
- Sells maps and other materials to public and gives receipts;
- May perform inspections of minor projects.
- Records maps, deeds, and other records at the County;
- Assists in performing surveying and staking of various projects; and
- Performs related duties as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to graduation from high school with, or supplemented by, college level courses in engineering technology, including geometry and trigonometry; experience performing related non-professional engineering work, preferably in a Public Works office; and possession of a valid California motor vehicle operator's license.

Ability to: perform mathematical calculations accurately; read and interpret maps and engineering drawings; analyze data and prepare draft instruction manuals; follow oral and written instructions; establish and maintain effective working relationships with public and staff under stressful conditions; operate machines required in course of work; and be flexible.

Knowledge of: basic principles of geometry and trigonometry; fundamental survey techniques, methods and instruments; general construction practices and engineering design; map and other record filing systems.

CITY COUNCIL APPROVAL: November 2, 1994