

ENGINEERING AIDE

Definition:

Under direction, assists in the field and with office work related to engineering, surveying, assessment mapping, architecture, and perform related work as required.

Distinguishing Characteristics

The Engineering Aide is distinguished from the Engineering Technician in that the Engineering Aide is responsible for performing semi-skilled and routine tasks in support of the engineering or architectural function. Promotion from I to II and II to III is considered on a merit basis and is subject to recommendation of the Department Head.

Engineering Aide I: This is the entry level of the Engineering Aide series. The Engineering Aide I is distinguished from the Engineering Aide II in that incumbents are responsible for performing the most routine tasks such as providing physical labor, performing routine mathematical calculations, and collecting data. The Engineering Aide I works under direct supervision.

Engineering Aide II: This is the second level of the Engineering Aide series. The Engineering Aide II is distinguished from the Engineering Aide I in that incumbents may work independently and perform advanced office and fieldwork.

Engineering Aide III: This is the third level of the Engineering Aide series. The Engineering Aide III is distinguished from the Engineering Aide II by its responsibility for working on small projects from the beginning to the end, and training lower level aides. Some positions may perform work in support of architectural functions requiring independent judgment and project team management.

Essential Functions:

- Calculates volumes, distances, elevations and lengths; performs routine engineering or architectural computations.
- Conducts studies, tests, and surveys.
- Researches data files and records; maintains maps, databases, photographs, files and other records.
- Assists the general public, other organizations and agencies by providing information and answering routine questions.

Some Positions Also:

- Assist in general architectural and/or engineering design.
- Assists in the preparation of plans and written specifications; coordinates work with involved parties; prepare related project documents.
- Perform engineering/architectural computer aided drafting.
- Performs a wide variety of sampling and testing activities in the materials laboratory.
- Perform physical labor in the field.

- Serve as an instrument person in the field.
- Prepare graphics for presentations.
- Create, scan, update, maintain plot maps; plot subdivisions; engineering and/or architectural plans.
- Perform other duties of similar nature or level as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent and course work in algebra and geometry or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: basic algebra and geometry and, common terms used in engineering construction, and architecture; and computer related drafting techniques.

Skill in: obtaining and collecting data; performing basic engineering calculations; using computers and related software applications; maintaining files and records; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.