

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.

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.

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.
- 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.

Ability to: obtain and collect data; performing basic engineering calculations; use computers and related software applications; maintaining files and records; and, communicate-both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

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.