

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
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City of Alameda  
Code No. 7270  
Revised: 1-7-91  
Approved by C.S.B.  
February 6, 1991

## ELECTRICAL ENGINEERING AIDE

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### **DEFINITION**

Under direct supervision performs routine sub-professional electrical engineering work in the field and/or office and performs other related work as required.

### **EXAMPLES OF DUTIES**

1. Prepares drawings for overhead and underground power distribution systems and substation wiring.
2. Revises electrical distribution maps and drawings.
3. Updates and maintains engineering records from completed work orders.
4. Takes field notes for new construction projects.
5. Compiles field test data from transformer load and voltage surveys for analysis.

### **EMPLOYMENT STANDARDS**

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Completion of two years of college course work in the applied sciences, including courses in drafting, AutoCAD, and computerized data entry.

#### Knowledge

Knowledge of drafting methods, including AutoCAD and modern office practices and procedures.

#### Ability

Ability to perform clerical work and mathematical calculations with speed and accuracy; use drafting instruments including inking tools, AutoCAD and specialized computer software and equipment; read, interpret, and explain various drawings, maps, etc.; establish and maintain accurate records; communicate effectively orally and in writing; establish and maintain effective working relationships with employees and the general public.

#### Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.