

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3015
Revised: 9-9-92
Approved by C.S.B.
October 7, 1992

ENGINEERING AIDE

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DEFINITION

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

DISTINGUISHING FEATURES

This is the entry level class in the Engineering Aide series. Incumbents of this class perform specific assignments in accordance with departmental policies and procedures. Initially, supervision and training are given in detail and as the incumbent becomes more capable the incumbent will work with a higher degree of independence. May be assigned to specific work in the field or office in areas such as surveying, drafting or traffic surveying. Actual responsibilities will vary according to assignment.

EXAMPLES OF DUTIES

1. Serves as rodman and chainman on a field survey party using basic survey tools such as tapes, chains, and elevation rods; performs incidental work in connection with surveys.
2. Assists in locating center lines and property lines and in setting grade stakes and other markers and reference points and in taking soil tests.
3. Prepares maps and drawings; plots cross-sections and topography contours; prepares maps of city areas, subdivisions and survey maps; revises maps by deleting old and adding new installations, instructions, and subdivisions.
4. Drafts and completes drawings for new installations of sewers, culverts, drains, curbs, sidewalks, signals, striping, paving, and connections.
5. Maintains files of plans and drawings and computerized inventory records.
6. Makes field measurements for traffic engineering and prepares traffic plans and sketches.
7. Assists with traffic surveys by placing counters; collecting traffic data and compiling accident statistics.
8. Inventories signs and striping.
9. Responds to citizen inquiries and requests.

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: Graduation from high school, including or supplemented by courses in higher mathematics and mechanical drawing. Training or experience with traffic engineering projects desirable.

(OVER)

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EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of drafting methods, higher mathematics and modern office practices and procedures.

Ability

Ability to perform clerical work and mathematical calculations with speed and accuracy; operate a variety of office equipment including computers and specialized duplicating equipment; effectively use various surveying, traffic data collection, and drafting instruments; read, interpret, apply and explain various drawings, maps, etc.; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with the general public.

Other Requirements

Willingness and/or ability to work evenings, weekends (on an emergency basis) or extended hours (6:00 a.m.-6:00 p.m.) as needed for special projects involving City equipment.

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

JDN/fdg: Personnel Department
9-9-92