

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3020
Revised: 11-20-91
Approved by C.S.B.
December 4, 1991

SENIOR ENGINEERING AIDE

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DEFINITION

Under direction, performs a wide variety of drafting and paraprofessional survey and engineering work and performs other related work as required.

DISTINGUISHING FEATURES

This is the journey level class in the Engineering Aide series. Work in the class is distinguished from that of Engineering Aide by the greater independence with which an incumbent is expected to operate. Incumbents are able to perform the full range of duties assigned with only occasional instructions or assistance as unusual or unique situations arise and are fully aware of operating policies and procedures. May be assigned to specific work in the field or office in areas such as surveying, drafting or traffic work. Actual responsibilities will vary according to assignment.

EXAMPLES OF DUTIES

1. Drafts maps, construction plans, and working drawings from office records, field surveys, property descriptions, and construction notes; prepares plans, sketches and displays.
2. Conducts surveys; collects traffic volume and other engineering data; performs radar speed studies.
3. Responds to citizen requests and complaints; provides traffic and engineering information to interested parties.
4. Makes mathematical calculations.
5. Maintains engineering records; inventories traffic control devices.
6. Operates various surveying instruments in conducting a variety of land and engineering surveys.
7. Determines lines, angles, distances, and elevations and assists in keeping field notes of readings and observations; measures distances by various methods and sets survey points as required for construction control.
8. Makes field computations figuring grades and elevations of points for sewer and street construction.
9. Sets traffic counters in assigned streets; records and tabulates data.
10. Maintains equipment.

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 classes in higher mathematics and mechanical drawing.

Experience: Two years of elementary field or office engineering work experience. Experience using personal computers is desirable but not required.

(OVER)

EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of drafting methods; common engineering construction methods; proper use of various surveying, traffic data collection, and drafting instruments; higher mathematics and modern office practices and procedures.

Ability

Ability to prepare plots, understand and interpret legal property descriptions, engineering records and maps; effectively use various surveying, traffic data collection and drafting instruments; perform mathematical calculations with speed and accuracy; utilize computer equipment and information; interpret and apply established City policies, procedures and codes; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and 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.