

**DEPARTMENT:** PUBLIC WORKS - ENGINEERING  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MARCH 28, 2012

### **SENIOR ENGINEERING AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs moderately difficult tasks such as operates a transit or level, field measures buildings and facilities, inspects construction, and does drafting and routine engineering office work. The incumbent works under the general supervision of an Engineer, or assigned supervisor, who assigns work. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Field checks layouts of buildings and facilities;
2. Makes mathematical computations, plots topography, x-sections, profiles, etc.;
3. Prepares estimates and bid documents for construction work;
4. Inspects construction for compliance with drawings and specifications and reports results;
5. Operates office duplicating and copying machines, traffic counters, FAX machines, calculators, planimeters, etc.;
6. Makes drawings and maps using computer aided drafting (CAD).

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of engineering field and survey work; good knowledge of mathematics as applied to routine engineering practices; good knowledge of drafting procedures; skills in using modern computer software applications and related peripherals; ability to understand and follow oral and written instructions; ability to read and interpret blueprints, rough sketches, notes, plans and specifications; mechanical aptitude; cooperation; industry and dependability; physically able to move about on a construction site including climbing; ability to communicate with the public; physical condition commensurate with demands of the position.

#### **MINIMUM QUALIFICATIONS:**

**OPEN COMPETITIVE:** Graduation from high school or possession of an equivalency diploma **and**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Civil Engineering Technology or a related field\*; **OR**
2. Two (2) years of full-time satisfactory experience in Civil Engineering or a related field\*\*.

#### **SPECIAL REQUIREMENT:**

Must possess a valid New York State Drivers License at the time of appointment and for the duration of employment.

#### **\*ACCEPTABLE RELATED ENGINEERING COURSES ARE AS FOLLOWS:**

Highway, Construction, Structural, or Transportation

#### **\*\*ACCEPTABLE RELATED EXPERIENCE IS AS FOLLOWS:**

Construction, Drafting, Surveying, Inspection, Design, or Estimating