

CIVIL ENGINEERING AIDE II

PURPOSE AND NATURE OF WORK

Positions in this classification perform routine tasks related to civil engineering projects. Tasks require little interpretation and involve solving routine problems by choosing between a few clear choices which are clearly spelled out by the supervisor. There is limited opportunity for independent judgment, as work is usually spelled out in detail. Work is performed under the direct supervision of a higher level technician or engineer.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Collects traffic data by installing speed/volume counters, checking daily to insure functionality. Assembles collected data for analysis by uploading raw data and formatting into tables and graphs using computer software. Keeps records as to time/location of traffic data collection.

Receives requests from the public for traffic calming measures in order to assemble and send the packet of information needed to the petitioner. Receives packet back from petitioner and gathers information for preliminary neighborhood meeting (verifying addresses, conducts visual study of area) and attends neighborhood meeting with engineer to answer questions regarding traffic calming. If approved, will install the actual calming device, including physical operation of heavy tools and repair of devices should the need arise. Will operate generator, air compressor, drills, hammers, and other similar tools.

Assists higher level Civil Engineering Aide or Civil Engineering Aide Specialist by serving as a rod technician on a survey crew. Holds surveying rod at planned location and raises or lowers the rod at the direction of the instrument technician, who is taking the measurements. Will assist in reviewing plans and preparing for surveying.

Provides support and assistance to engineers designing and planning a fiber optic communications system.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of and ability to perform basic mathematical operations.
Knowledge of and ability to use computer systems and software appropriate to the nature and level of work.

Ability to communicate effectively by telephone, in person, or in writing to both individuals and small groups.

Ability to read and comprehend job-related specifications, plans, and drawings.

Ability to participate in the installation of traffic calming devices, including organizing workforce.

Ability to set up and use appropriate instruments to accurately take measurements.

Ability to learn job-related material primarily through oral instruction and field experience.

Ability to independently solve common problems associated with day-to-day activities.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a high school and prior work experience incorporating the necessary knowledge, skills, and abilities required for the specific position.