

## ENGINEERING AIDE I

### DEFINITION

Under supervision, does routine drafting of design plans for streets, traffic, and related projects; serves as rodman or chainman on a survey party; and does related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the entrance level in the Engineering series. Incumbents normally receive on the job training and perform specific assignments of well defined and limited nature. Work is subject to continuing review in progress and upon completion. As experience is gained, they receive more responsible work assignments and work with less supervision. The next higher level is the Engineering Aide II, with varied assignments of a broader scope under general supervision.

### TYPICAL TASKS

Prepares maps and drawings of City areas, subdivisions, and survey map; revises maps for zoning and land use; reduces and enlarges scale on engineering drawings; serves as rodman or chainman carrier; cares for instruments and makes simple computations and field notes; as chainman, establishes advanced measuring points and sets survey monuments and benchmarks; may drive survey vehicle and perform manual labor such as clearing obstructions from survey line; receives and answers inquiries and complaints pertinent to the work of the department; installs traffic counting devices at selected locations; prepares traffic count data for presentation as directed; operates blueprint machine and other copy devices to reproduce engineering plans and specifications; and performs related work as assigned.

### EMPLOYMENT STANDARDS

Training & Experience - Any combination of education and experience equivalent to graduation from high school, including courses in algebra, geometry, and trigonometry; and one year of experience as a draftsman or helper on field survey parties.

Knowledge & Abilities - Knowledge of the practices and instruments used in mechanical drawing and map drafting; ability to do basic drafting and computing; ability to prepare tabulations and reports; ability to read and interpret maps and engineering drawings.

Licenses & Certificate - Possession of a valid California driver's license.

### WORKING CONDITIONS

Office and field environment. Occasional exposure to dust, temperature, and inclement weather.