

## City of Victorville Position Description

### ENGINEERING AIDE III

#### DEFINITION

Under general supervision, performs para-professional engineering work; prepares maps and working drawings; conducts traffic studies; prepares reports and diagrams; prepares striping plans and field layout of traffic controls; and performs related work as required.

#### DISTINGUISHING CHARACTERISTICS

This is the highest para-professional class in the engineering series. It is distinguished from Engineering Aide II by the experience and supervision requirements, and differentiated from the Civil Engineering class by the degree of training required.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Produces finished drawings from design sketches; details layouts from design information furnished by professional engineers; prepares estimates and computes quantities; reviews plans, specifications, and sites for construction projects; prepares and drafts precise maps for physical construction; checks and prepares legal descriptions of land; assists the party chief in making calculations and keeping field notes; may supervise office personnel; collects data for traffic studies; receives and answers inquiries and complaints pertinent to the work of the department; may assist Public Works Inspector in providing inspections of the methods and materials used in the construction of streets, sidewalks, curbs and gutters, storm drains, sewers, and other public works construction; operates City vehicles and equipment and performs all job functions in safe and efficient manner; utilizes computer software programs competently; and performs related duties as assigned.

#### EMPLOYMENT STANDARDS

**Training & Experience** - Sixty semester units from a recognized college or university with an emphasis in engineering; and two years sub-professional engineering experience including traffic engineering and AutoCAD experience. One year of additional qualifying engineering experience may be substituted for up to 30 college semester units.

**Knowledge & Abilities** - **Knowledge of:** basic mathematics including geometry and trigonometry; AutoCAD software programs; traffic engineering procedures; data collection and traffic signal operations. **Ability to:** make accurate computations in mathematics, including trigonometry; read and interpret construction plans; keep records and prepare reports; perform basic drafting duties, including engineering drawings and maps; maintain effective working relationships with supervisors, fellow employees, and the general public; operate City vehicles and equipment in a safe and efficient manner.

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**Licenses & Certificates** - Possession of a valid unrestricted California Class "C" driver's license.

**WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent must have the mobility to visit job sites regularly. Visits to job sites may include regular exposure to dust, extreme temperatures, noise, and inclement weather in a construction zone environment. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and /or varying shifts. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Must possess the stamina to work long hours and overtime, if necessary.

**APPROVED:**

  
\_\_\_\_\_  
**DIRECTOR OF HUMAN RESOURCES**

  
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**CITY MANAGER**

**DATE ADOPTED:** January 27, 2000

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

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