

ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves participating in engineering field surveys in preparation for construction projects. Duties are performed under the direct supervision according to established practices and procedures. An Engineering Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Sets up and uses transit, level, and compass to measure angles and elevations;
- Measures distances using range poles;
- Lays out grade stakes;
- Records field notes;
- Flags traffic around survey party;
- Calculates curves using tables;
- Makes arithmetic calculations;
- Performs inspections and reports findings to supervisor;
- Assists in working construction estimates and calculations;
- Cleans brush from survey sites;
- Prepares tracings of alignments and profiles;
- Plots areas, sections and profiles;
- Maintains files on surveys and bridge inventory;
- Cleans and does routine maintenance on survey crew vehicles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of construction and engineering survey practices; knowledge of the use and operation of personal computers, software and equipment; skill in the use of surveying instruments; ability to make arithmetic computations and record engineering data; ability to interpret engineering tables, charts, and drawings; ability to carry out oral and written instructions; ability to maintain office engineering files; manual dexterity; willingness to work outdoors year round; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and thirty (30) credit hours of post high school education which includes a concentration in engineering science, construction technology, civil engineering or closely related field.

NOTE: Post high school education must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: In jurisdictions where required, possession and maintenance of the appropriate class NYS driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE

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