



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: ENGINEERING AIDE I - III

DEFINITION: Under supervision, performs a variety of routine engineering-related duties in the field and/or office.

DISTINGUISHING CHARACTERISTICS:

Grade Level I -	Entry level.
Grade Level II -	Requires a minimum of one year of engineering-related experience and the satisfactory (grade C or better) completion of at least one engineering-related college course.
Grade Level III-	Requires a minimum of eighteen (18) months of engineering-related experience and the satisfactory (grade C or better) completion of at least two engineering-related college courses.

EXAMPLES OF DUTIES:

- Assists engineering technicians, engineers, and inspectors as required;
- Uses basic engineering tools and equipment;
- Uses common engineering terminology;
- Lays out, draws and traces simple maps, plans, sketches, charts, and exhibits;
- Shades, colors and maintains charts, maps and plans;
- Uses geographic information systems (GIS);
- Maintains records and compiles data;
- Prepares reports and memoranda;
- Uses various filing systems for both retrieval and storage of information;
- Performs minor project research, including property lines, ownership, and substructures;
- Indexes, files, catalogs and maintains engineering maps, drawings, blue prints, plans, and reports;
- Prepares simple cross section and profile work sheets;
- Makes preliminary mark sheets for street, sewer, storm drain, gas and water plans;
- Makes minor engineering calculations;
- Performs basic field studies and inventories;
- Performs cost estimate calculations, statistical tabulations, and analysis;
- Provides efficient and tactful service to the public;
- May perform field surveys;
- May coordinate the purchasing of office supplies, engineering tools, and equipment;
- May maintain and track leak survey information for DOT reports and audits;
- May assist in field survey, materials testing or construction inspection work;
- Performs other related duties as required.

ENGINEERING AIDE I-III (continued)

MINIMUM REQUIREMENTS:

Recent, full-time, paid experience in an engineering environment **or** successful completion of coursework in algebra, geometry, basic drafting or closely related subject area.

Knowledge of basic engineering terminology.

Ability to perform filing, indexing, and file maintenance.

Ability to perform problem-solving mathematical computations.

A valid California motor vehicle operator's license.

DESIRABLE QUALIFICATIONS:

Familiarity with CAD, word processing and spreadsheet applications.

Completion of course work in trigonometry and surveying.

HISTORY:

Revised 02/01/1977, 8/31/2005. Classification graded out 06/10/1982.

Approval/Adoption Dates: 8/31/2005