



## Engineering Assistant

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### **DEFINITION**

Under general supervision, provide technical support to engineering staff including base maps, survey, as-builts, and AutoCAD; maintain plan files and records; and issue permits.

### **SUPERVISION RECEIVED**

Reports to the Assistant City Engineer or the Engineer.

### **SUPERVISION EXERCISED**

May exercise technical and functional supervision of seasonal staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform technical duties to collect field survey data; perform AutoCAD drafting; maintain utility record maps.

Assist in administration of capital engineering and construction projects.

Lay out control surveys and points on City project areas prior to the beginning of demolition work.

Perform routine minor inspections of City construction projects.

Perform as-built surveys of City projects after completion of work.

Copy, reproduce, and print plans and maps of City project construction plans and as-built prints for project contractors and other City departments.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **ESSENTIAL JOB RELATED QUALIFICATIONS**

#### **Knowledge of:**

AutoCAD and ArcINFO and other related software and hardware tools.

Principles and concepts of surveying.

Basic mathematical principles.

Modern office practices, methods, and computer equipment.

Principles and procedures of recordkeeping.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Learn to perform responsible technical engineering support work with accuracy, speed, and minimal supervision.

Draft using AutoCAD and/or other computerized drafting program.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Experience:**

One year of experience performing technical engineering support work is desirable.

**Training:**

Equivalent to a high school diploma supplemented by some specialized training or course work in computer aided drafting.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to sit, stand, walk, kneel, stoop, crawl, twist, climb, and lift 50 lbs.; exposure to heat, cold, outdoors, confining work space, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective date: October 2003

Revised: February 2009