

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Technicians
FLSA: Non-exempt
UNIT: Protech/Eng.
PHYSICAL: 1

ENGINEERING AIDE

DEFINITION

To perform a variety of subprofessional engineering office work involving drafting, filing, and retrieval of information; and to perform minor field engineering work involving surveying and traffic study support.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a professional Civil Engineer. Technical or functional supervision may be received from other division staff.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Draft maps, engineering plans, charts, diagrams, graphs, tables, and sketches for Engineering Division and departmental projects.

Update and revise engineering drawings, detailing sewer, water, storm drain, street lighting, and traffic systems.

Prepare a variety of maps and exhibits for the Planning Commission, City Council and other occasional meetings.

File and retrieve engineering plans, maps, exhibits and various documents; update files and keep reference system current.

Provide City staff and the public with information as requested including legal descriptions of parcels, address verification, property ownership, assessor's parcel number, zoning designation, easements, flood zone status, public right-of-way, property jurisdiction and assessment districts as able.

0098Q/27/369S
CITY OF MILPITAS
Engineering Aide (Continued)

EXAMPLES OF DUTIES

Operate blueprint machine to reproduce engineering plans and maps for staff and public, monitor paper, water and ammonia supplies of machine.

Perform a variety of special projects involving graphic design and illustration for maps and exhibits.

Perform field survey activities as requested; serve as a rod or chainman.

Assist in operation of traffic counting equipment and in manual traffic surveys.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Terminology, methods, practices and techniques of drafting.

Principles of algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.

Cartographic methodology; scale representation on maps.

Surveying techniques and practices.

Applicable equipment and instruments used in drafting and surveying.

Engineering maps and records.

Modern office methods and practices.

Ability to:

Perform complex engineering and mathematic calculations with speed and accuracy.

Perform complex engineering drafting work.

Reduce, interpret and apply field notes in performance of drafting duties.

0098Q/28/369S

CITY OF MILPITAS

Engineering Aide (Continued)

Ability to:

Understand and follow oral and written instructions and sketches.

Use and care for drafting, surveying, and mechanical instruments and tools.

Communicate clearly and establish effective working relationships with others.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of subprofessional engineering experience with a strong emphasis in drafting.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by courses in algebra, geometry, trigonometry, and mechanical drawing.

Approved by:

Greg Larson, City Manager