



City of Newark, California

Class Code: 209
WP Code: engaide
Established: _____
Revised: 10-1988
EEO Code: T

CLASS SPECIFICATION

ENGINEERING AIDE I

Nature of Work: This is an entry-level position. Work involves drafting with both ink and pencil for City projects, maps, exhibits, and base maps; working as a member of the survey crew; performing soil and asphalt concrete placement testing; and gathering data for conducting traffic investigations. Tasks are given orally or in writing and are reviewed by a supervisor or co-workers while in progress or upon completion.

Illustrative Examples of Work: Under direction, prepare street improvement plans, right-of-way plans, exhibits, and base map revisions. Operate blueprint machine (Ozalid/Diazo type) and perform other tasks necessary to duplicate drawings. Working under the direction of a chief of party, work as a member of the survey party. Check data used for reports, letters, budgets, or other information where numerical data is used. Gather data for traffic studies including manual, meter, and radar speed studies, and prepare the findings to properly present to the supervisor. Use calculators and/or computers to perform routine maintenance, relamping, and other necessary work on traffic signal equipment and the street lighting system. Assist Public Works Inspector with measurement of quantities of work completed on projects for preparation of progress payments. Assist with inspection of asphalt concrete placement. Obtain and prepare samples, perform laboratory compaction tests, and report results. Use nuclear gauge to perform field soil, aggregate, and asphalt concrete density, and moisture tests. Obtain and prepare samples and ship to independent laboratory for analysis.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Oral communication skills to give clear, concise reports to supervisors, contractors, engineers, and general public.

Math skills to apply principles of geometry and trigonometry.

Basic writing skills.

Basic reading skills.

Skill in methods and practices of drafting and lettering including ink drafting.

Skill in use of hand tools.

Skill in reading maps and plans and specifications for street construction projects.

Basic knowledge of engineering calculator operation and ability, under direction, to operate computer system.

Knowledge of standard practices and methods used in street construction.

ENGINEERING AIDE I

Experience and Training:

High School diploma, GED or California Proficiency Examination Certification, including some courses in algebra, trigonometry, geometry, or other engineering related subjects.

Relevant training in drafting, surveying, and/or soil testing through successful completion of appropriate classes, and/or field office experience.

Valid certification for use of nuclear compaction gauge or ability to obtain one by date of appointment.

Probationary Period: 6 Months

FLSA: Exempt