

Class Code: 223
City of Anaheim
CLASS SPECIFICATION

Classification:
ENGINEERING AIDE

Definition: Under close supervision, to perform a wide variety of routine and subprofessional engineering or traffic engineering work.

Essential Job Functions: Depending on area of assignment, essential job functions may include, but are not limited to, the following:

When assigned to engineering design, the incumbent may:

Draws profiles and working sketches; inks, traces, and letters charts, maps, plans, and other drawings; and prepares miscellaneous illustrative materials such as charts and graphs.

Prepares tracings and maps and details additional information on maps.

Interprets maps to answer inquiries.

Receives, files and returns maps and plans.

Makes mathematical checks to verify the accuracy of maps and plans.

Prepares plat sheets and makes plans to scale, following sketches prepared by design personnel.

Prepares drawings of existing improvements, right-of-way and other utilities using field notes, maps and photographs; checks calculations used in designs and estimates.

May be required to make survey field distance measurements.

Prepares final drawings from "as built."

Does lettering and prepares simple illustrations, charts and graphs.

Checks applications and posts notices.

Performs other job related duties as required.

When assigned to traffic engineering, the incumbent may:

Designs traffic signal and street lighting plans, street signs and markings, channelization, and street planning.

Sketches preliminary layouts for channelization, street signs and markings, traffic signals, street lighting, on-and-off street parking, and traffic volume and flow maps.

Receives and checks requests and complaints from the public.

Assists in maintaining a traffic inventory of the City.

May assist in checking the timing and synchronization of traffic signals.

Collects, processes, and records field data obtained by vehicle and pedestrian counts.

Conducts speed surveys, parking surveys, and street usage surveys.

May be required to conduct field surveys.

Conducts special traffic projects.

Prepares and submits reports regarding traffic investigations.

Does lettering and prepares illustrations, charts and graphs.

Prepares accident diagrams.

Performs other job related duties as required.

Minimum Requirements:

Experience: Equivalent to some experience in drafting, plan reading, mapping and advanced mathematics.

Knowledge of: (Depending on area of assignment)

Terminology, methods, practices, equipment and techniques of drafting, both manual and CAD; trigonometry as applied to the computation of angles, areas, distances and traverses; surveying techniques and practices; engineering or Traffic Engineering maps and records; elementary traffic engineering.

Ability to: (Depending on area of assignment)

Read figures quickly and accurately and make mathematical calculations using algebra and trigonometry; understand and follow oral and written instructions and sketches; use and care for drafting instruments; meet schedules and deadlines; perform computer aided drafting of maps, plats, sketches, plans, graphs, charts, and other related materials under close supervision; design traffic maps, sketches, plans, graphs, charts, and other related materials under close supervision.

Note: Positions in this classification perform at the entry level of the Engineering Aide job series. This class provides on-the-job training opportunities to an employee who has no directly related experience and will function initially in a training capacity. Under close supervision, assignments are very limited in scope involving routine and repetitive tasks. Incumbents work within set frameworks and guidelines.

License and/or Certification Required: Possession of or ability to obtain a valid California Driver's License.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed continuously by the Principal Engineering Aide, Engineering Representative, or Assistant and Associate Engineers-A assigned to design or to traffic.

Career Ladder Information: Experience in this class may serve to meet minimum requirements for promotion to Senior Engineering Aide.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

10/1/85 - Revised R. Andersen & Assoc.
12/90 - Revised - C. Harris
Class Concept - Entry Level
Unit of Representation - AMEA
Doc: CS1014VK