

Class Code: E59  
CITY OF ANAHEIM  
Class Specification

Classification:  
SENIOR WATER ENGINEERING AIDE

Definition:

Under moderate supervision, to perform responsible sub-professional civil engineering drafting work.

Typical Duties:

Performs responsible manual or computer aided drafting of water system designs.

Makes initial contact with customers and discusses basic information pertaining to water service requirements.

Draws profiles, existing improvements, and construction plans.

Drafts maps of proposed Anaheim annexations, using legal descriptions and existing information of record.

Prepares temporary updates and "as built" by plotting new tracts, annexations, freeways and streets on the original linens.

May train and provide lead supervision to lower-level drafting personnel.

Locates utilities, easements, property lines and other information on plans.

Prepares topographical plan and profile maps of property and pertinent features from survey notes and legal descriptions.

May assign numbers to water valves and plans.

May check parcel maps, subdivisions, improvement plans, and various other drawings.

Performs other job related duties as required.

Minimum Requirements:

Experience:

Equivalent to journey level civil engineering drafting experience comparable to an Utility Engineering Aide.

Knowledge of:

Civil engineering and map drafting.

City engineering or public utilities policies and procedures; construction, design, extension and maintenance of public works and utilities systems and facilities.

Principles and practices of civil engineering.

Methods and materials used in the construction of public works and utilities facilities.

Development requirements fees.

Drafting principles and techniques, CAD, personal computers and related software applications.

Methods and techniques of engineering, drafting, and estimating.

Ability to:

Perform engineering calculations using algebra and trigonometry with speed and accuracy.

Use and care for engineering and drafting instruments and related equipment.

Establish and maintain effective working relationships with others.

Prepare plans and estimates of routine public works and utility projects.

Follow oral and written instructions.

Perform computer aided drafting of maps, plats, sketches, plans, graphs, charts, and other related materials with moderate supervision.

Note:

Possession of or ability to obtain a valid California Driver's License.

Supervision Received:

Works under administrative and technical supervision. Work in progress and completed work is reviewed by the Principal Water Engineering Aide or Associate Engineer-A.

Career Ladder Information:

Experience in this class may serve to meet minimum requirements for promotion to Principal Water 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.

Former Job Class - Senior Engineering Aide - Assigned to Water  
10/1/85 - New - R. Andersen & Assoc.  
9/90 - Revised - C. Harris  
Class Concept - Journey Level  
Unit of Representation - AMEA  
Doc: CS1079