

Class Code: E60
City of Anaheim
Class Specification

Classification:
UTILITIES ENGINEERING AIDE

Definition: Under close supervision, to perform a wide variety of routine and sub-professional engineering and drafting work.

Typical Duties:

Prepares utility inventory maps, using symbols and color codes to indicate location of facilities.

Draws profiles and working sketches, wiring diagrams, inks, traces, maps, plans and prepares miscellaneous illustrative materials such as charts and graphs.

Interprets maps to answer inquiries.

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

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

May be required to conduct field surveys.

May input data into the computer.

Revises drawings to reflect "as-built" conditions.

Process work orders and maintains field inventory records of utility equipment such as transformers, switches, poles, fire hydrants, and valves.

Performs other job related duties as required.

Minimum Requirements:

Knowledge of: Terminology, methods, practices, equipment and techniques of drafting; Surveying techniques and practices; Basic Engineering drawing principles.

Ability to: Read figures quickly and accurately and make mathematical calculations using geometry and algebra;

Understand and follow oral and written instructions and sketches; Use and care for drafting instruments; Learn to perform computer aided drafting of maps, sketches, plans, graphs, charts, and other related materials in pencil and ink under close supervision.

Note: Possession of a valid California Drivers License.

Supervision Received: Works under technical and administrative supervision. Work in progress and completed work is reviewed continuously by the engineering staff.

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

10/1/85 - New - R. Andersen & Assoc.

9/90 - Revised - C. Harris

Former Class Title - Engineering Aide assigned to Water and Electrical Engineering Aide.

Doc: CS1101