

ENGINEERING AIDE I

CLASS DESCRIPTION

General Responsibilities:

This is basic technical support work performed in a professional engineering and public works construction environment. The work involves performing field and office tasks such as: technical drafting work, collecting and maintaining technical data, preparing and/or providing data for technical reports and performing other related tasks. The work is performed under the direct supervision of higher level technical or professional staff and is reviewed in progress and upon completion.

Examples of Duties and Responsibilities:

Maintain inventory maps such as: traffic sign, street light, school zone, school crossing, and water hydrant maps. Review work orders, perform field checks and review base maps to determine necessary revisions. Keep maps up-to-date and prepare copies as necessary.

Assist with the preparation of materials for public works construction projects by preparing basic sketches and drafting routine segments of overall plans as assigned.

Setup and maintain computer and/or manual data files (e.g., databases, spreadsheets, historical files, etc.). Create or modify existing computer programs to provide information and graphics for regular and special reports.

Gather, compare and combine data from various sources (e.g., other governmental agencies, Police Department, Parking Utility, etc.). Generate regular and special reports and help others do so. Maintain accident records. Assign analysis codes to accident reports and prepare for data entry. Maintain a pin map of accidents and other accident summaries as directed.

Conduct traffic surveys and studies (e.g., speed, traffic control, school crossing, delay studies, etc.). Schedule and/or perform field studies as requested. Reserve equipment and coordinate activities with other involved staff. Combine, rearrange, summarize and assist with data analysis and graphic presentation.

Use computer techniques and software, including computer assisted drafting, to perform a wide range of technical support functions.

Process traffic accident reports. Conduct accident studies and review and diagram intersection accidents.

Make field measurements for condition diagrams, street lighting maps and pavement marks. Make sight distance measurements.

Perform related work as required.

