

**County of Humboldt Job Specification**  
**ENGINEERING AIDE**  
**Classification 0324**



**DEFINITION**

Under immediate supervision, performs basic office and field engineering clerical and administrative support work; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

This is a trainee level engineering support classification. Under close supervision, incumbents learn and perform routine office and field engineering support duties including data gathering, entry, and tabulation for engineering projects and programs, collating and binding records, files, maps, and other documents, and learning to operate computer-aided drafting equipment. Work is closely supervised while in progress and fits a well-established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

This classification is distinguished from the Engineering Technician I in that the latter performs a variety of technical and paraprofessional engineering support work and is expected to function with more independent discretion and judgment in matters related to work procedures and methods.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

*Some duties, knowledge, skills, and abilities may be performed in a learning capacity for the Engineering Aide.*

- Learns to operate computer-aided drafting equipment; draws layouts and details; prepares maps, charts and graphic work.
- Assists staff in copying, binding, collating and record keeping.
- Organizes and maintains records and files; maintains map files.
- Performs engineering-related computer data entry work.
- Gathers data and assists in traffic studies; may assist on survey crews.
- Picks up, delivers and stores office and technical supplies and equipment.
- Prepares basic records and reports of work performed.
- Learns to operate technical engineering office and field equipment.
- Assists higher-level engineering staff on project work as assigned.
- Performs other related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Methods, techniques and equipment used in drafting, surveying and related work.
- Mathematics, including algebra and trigonometry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Learn to perform drafting and graphic work, including preparing neat, precise, and accurate drawings and plans.
- Learn the principles and practices of equipment used in technical engineering support work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Minimum Qualifications:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in mechanical drawing, algebra, and trigonometry.

### **Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

## **PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- May require mobility to work in the field on occasion.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL CONDITIONS**

- Employees work in an office, out-patient, clinic, jail or juvenile facility environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).