

## **SENIOR ENGINEERING AIDE (CITY OF POUGHKEEPSIE)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical position in a municipal engineering department. Incumbents in this class perform moderately difficult but not professional civil engineering duties involved in municipal engineering projects. The work generally involves duties such as gathering information or inspecting work for conformance to plans. The work is carried out in accordance with established procedures and involves some but not all duties related to surveying, design, inspection, traffic and permits. Work is performed under the general supervision of a higher level employee.

### **TYPICAL WORK ACTIVITIES:**

1. Makes office computations in connection with the reduction and plotting of field survey notes; checks computations of others;
2. Performs drafting of construction plans and profiles; completes plans by transferring information such as topography, structural details and construction notes established by an engineer onto final drawings;
3. Conducts highway traffic control inventories, makes periodic inspections and maintains records of sign information such as category, type and location;
4. Inspects construction projects for conformance to plans and specifications governing the work, including the use of proper materials and procedures, and makes reports of such inspections;
5. Investigates field conditions for review of work permit applications; conducts periodic inspections of work authorized by permits and reports findings;
6. Sets traffic counters, gathers field data and tabulates vehicle volumes;
7. Drafts and traces property and acquisition maps;
8. May operate surveying instruments and equipment such as electronic distance meter, theodolite and level;
9. May compile and prepare reports;
10. May use computer-aided drafting;
11. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

General knowledge of technical civil engineering and survey work; ability to use mechanical drawing instruments, mathematical tables and to make trigonometric calculations; ability to interpret written and oral instruments accurately; ability to interpret plans and blueprints and inspect construction work for compliance; manual skill and mechanical aptitude; ability to learn AutoCAD; accuracy; physical condition commensurate with the demands of the position.

**SENIOR ENGINEERING AIDE (CITY OF POUGHKEEPSIE) (Cont'd)**

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in engineering technology, mathematics, physics or a related field, including or supplemented by a course in surveying;
- OR:            (B)     Graduation from high school or possession of an equivalency diploma, including or supplemented by courses in algebra, geometry and trigonometry and two years of technical experience in civil engineering work;
- OR:            (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Motor Vehicle Operator's license at time of appointment.

EG0305

ADOPTED:   12/05/96