

TOWN ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible, sub-professional engineering work involving technical computations, responsible inspection work and use of engineering instruments and equipment. The work is performed under supervision from the Town Engineer or the Town Supervisor.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Investigates and reports on drainage complaints and other engineering problems;
2. Operates surveying instruments on property lines, mapping, and paving;
3. Proposes solutions to drainage problems;
4. Performs sub-professional engineering jobs;
5. May inspect engineering projects in progress and other construction and zoning problems if requested;
6. May review plot plans and other plans submitted to planning board for engineering problems;
7. Performs clerical work as required;
8. May perform drafting work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of engineering field and office practices; good knowledge of surveying; ability to use drafting instruments; ability to perform inspection; ability to communicate effectively, both orally and in writing; personal characteristics necessary to perform the duties of this position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Associate's Degree in Mechanical Engineering or Civil Engineering and one (1) year of full time paid work experience in Engineering (field and/or office work);
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full time paid work experience in Engineering (field and/or office work);
- OR: (C) An equivalent combination of education, training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain position.

EG0304

ADOPTED: 09/27/73

REVISED: 05/21/79 06/21/11 03/18/2020