

**CITY OF CONCORD
CLASS SPECIFICATION**

**CLASS TITLE: ENGINEERING AIDE
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: CITY SURVEYOR**

**JOB CODE: 2118
DATE: 2/08**

JOB SUMMARY:

Performs various routine drafting, surveying, and paraprofessional engineering duties involved with the investigation, location, and design of City engineering projects.

ESSENTIAL JOB FUNCTIONS:

Records permanent locations for water services, sewer services, sewer connections, and foundation drains.

Enters utilities into GIS base map; performs utility markouts.

Provides information to Dig Safe, contractors, and the general public.

Provides private hydrant information for billing.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Geographic Information System
Electronic Survey Equipment

Computer
Level

AutoCAD
Motor Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and, additional vocational course work or training in applied algebra, trigonometry, statistics, drafting, AutoCAD, and/or GIS; and; six months to one year of experience in field survey, drafting, or other sub-professional engineering work; or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Survey techniques, mathematics, statistics, report writing, instrument usage, and the application of related tools.

Fundamental engineering and design work.

Applications of computer-assisted drafting such as AutoCAD and GIS.

Skill in:

Use of surveying, drafting, and computing instruments.

Creative and effective use of computer programs in the completion of duties.

Typing and operation of computer keyboard in order to enter and retrieve data.

Mental and Physical Abilities to:

Create simple drawings, tracings, and technical computations.

Establish and maintain effective working relationships with other employees and the general public.

Communicate effectively, both orally and in writing.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Compute ratios and percentages, and interpret bar graphs.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking.

Frequently lift light or heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office and outdoors.

The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, or cold or inclement weather.

The work requires the use of protective devices such as masks, goggles, or gloves.