

SENIOR ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work may require either responsibility in assisting in the field, responsibility in assisting with office engineering work, or both. Incumbents must possess the ability to apply the elementary principles of civil engineering practices. If fieldwork is required, proficiency in the use of engineering instruments in surveying work is necessary. Work is performed under direct supervision of higher level engineering personnel. Supervision may be provided to subordinate employees, on the level of leading while still fully participating in the work. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs elementary engineering design and computations in assisting with revision and updating of plans, records and inventories;
Drafts topographical, detail and cross section maps and prepares construction maps and charts;
Drafts floor plans of existing buildings to produce building plans;
Makes simple construction calculations and estimates;
Assists with research and records compilation for litigation, accident reports, FOIL requests, etc.;
Assists on field survey party acting as a chainman or rodman for topographical surveys, profiles, cross sections, property and construction layout;
Operates transits, levels and other surveying instruments;
Serves as inspector on minor construction projects;
Reduces and plots field notes;
Performs a variety of clerical functions, including producing reports, preparing minor contracts, etc., as needed;
May oversee the work of subordinate staff;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of construction and engineering practices; working knowledge of the elementary principles of civil engineering; ability to inspect minor engineering projects; skill in the use of surveying and drafting instruments; ability to make technical computations and compile engineering data; ability to read and interpret engineering drawings and specifications; ability to establish and maintain effective professional relationships; resourcefulness; accuracy; alertness; good judgment.

SENIOR ENGINEERING AIDE (cont'd)

MINIMUM QUALIFICATIONS: Either

- a) Associate's degree in civil engineering, landscaping or architectural technology; or
- b) Graduation from high school or possession of a comparable diploma and two (2) years of experience in the civil engineering, landscaping or architectural fields; or
- c) An equivalent combination of training and experience as described in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.