

CLASS TITLE: ENGINEERING AIDE II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs subprofessional engineering work in an office or the field, serves as an instrument person on a field survey party or a utility location person who performs field inspection to precisely locate underground City utilities, and other related assigned duties.

ESSENTIAL TASKS: (All Divisions)

- Protects City owned equipment against weather, theft and accidents
- Prepares reports
- Maintains and operates a variety of utility location and/or survey instruments and/or other equipment
- Operates a City vehicle
- Must report to work on a regular and timely basis

In addition to the above tasks the following tasks may be required by the individual division.

Survey

- Maintains and operates transits and levels in performing location, topographic, cross section, and other engineering and land survey work in some positions
- Performs layout work for construction of streets, sidewalks, curbs, water and sewer lines, and other City facilities in some positions
- Directs the work of survey crew during absence of the party chief in some positions
- Records elevations, distances, angles, topographic features, and other data in field book in some positions
- Computes grade, elevation, angles, radii, and simple engineering calculations in some positions
- Performs routine design work of water and sewer lines under close supervision in some positions

Okie Locate

- Retrieves daily utility location request from various sources and closes out requests upon completion of the work
- Retrieves electronic utility maps, atlas pages, and drawings of the proposed excavation area by using a vehicle mounted laptop in the field
- Assists in determining the actual location of City owned underground utilities by using electronic and/or paper utility maps, engineering plans, and other drawings
- Verifies City utilities and marks locations with color and appropriate flagging by using maps, plans, electronic pipe location equipment, shovels and probe rods
- Schedules and attends meetings with contractors, customers who have used the Okie One Call Locate system, and Field Engineering and Engineering Services to request location for planned excavations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and four (4) years of experience in water or sewer maintenance and/or construction with some knowledge related to utility location and/or general surveying practices; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128; college coursework in survey technology or civil engineering preferred.

Knowledge, Abilities and Skills: Good knowledge of the principles, practices methods, and techniques of subprofessional engineering work; good knowledge of the use and adjustment of surveying instruments such as transit and level. Ability to make simple technical mathematical computations; ability to read and work from blueprints and maps; ability to make accurate notes and sketches; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve

job objectives and cause action or understanding. Skill in the operation and maintenance of surveying and/or utility locating instruments.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds with occasional lifting up to 60 pounds; frequent carrying up to 20 pounds with occasional carrying up to 50 pounds; occasional pushing up to 20 pounds; occasional pulling up to 60 pounds; may be subject to extended periods of walking and standing; sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors.

Class Code: 3555

EEO Code: N-03

Pay Code: OT-17

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical

Effective Date: August 29, 2016