

CLASS TITLE: ENGINEERING AIDE III

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervising and participating in the work of an engineering survey party and other related assigned duties.

ESSENTIAL TASKS:

- Supervises the work of a survey party collecting engineering data for public works projects
- Makes engineering computations of field notes and performs routine design work of construction projects
- Stakes out and sets grades for new streets, curbs and gutters, sidewalks, water and sewer lines and drainage projects
- Reads blueprints and plans
- Makes final surveys of projects as built
- Maintains complete survey notes and records of field work and provides information for the drafting of contour maps, profiles, and other drawings
- Establishes right-of-way lines and building lines used by contractors and inspectors
- Maintains and operates equipment required for surveying practice and a variety of general equipment
- Establishes land boundary of ownership
- Performs the duties of Aides I and II as required
- Operates a City vehicle

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in mathematics, surveying technology, or civil engineering, or a related field; and three (3) years of progressively responsible subprofessional engineering and surveying experience; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices, methods, and techniques of engineering survey work; good knowledge of the elementary principles and practices of civil engineering, drafting, and mathematics; and good knowledge of the materials, methods, and practices used in public works construction. Ability to supervise the work of an engineering survey party; ability to make mathematical calculations quickly and accurately; ability to read and interpret plans, blueprints, and maps; 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.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 60 pounds; occasional carrying up to 50 pounds; occasional pushing 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: 3556

EEO Code: N-03

Pay Code: OT-19

Group: Engineering, Planning and Technical
Series: Subprofessional Engineering and Technical

Effective Date: October 1, 1995