

**DEPARTMENT:** PUBLIC WORKS - ENGINEERING  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** FEBRUARY 8, 2024

**SENIOR ENGINEERING AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs moderately difficult tasks such as operating a transit or level, field measuring buildings and facilities, inspecting construction, and does drafting and routine engineering office work. The incumbent works under the general supervision of an Engineer, or assigned supervisor, who assigns work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Field checks layouts of buildings and facilities;
2. Makes mathematical computations, plots topography, x-sections, profiles, etc.;
3. Prepares estimates and bid documents for construction work;
4. Inspects construction for compliance with drawings and specifications and reports results;
5. Operates office duplicating and copying machines, traffic counters, FAX machines, calculators, planimeters, etc.;
6. Makes drawings and maps using computer aided drafting (CAD).

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of engineering field and survey work; good knowledge of mathematics as applied to routine engineering practices; good knowledge of drafting procedures; skills in using modern computer software applications and related peripherals at an acceptable rate of speed and accuracy; ability to understand and follow oral and written instructions; ability to read and interpret drawings, rough sketches, notes, plans and specifications; ability to communicate with the public; mechanical aptitude; cooperation; dependability; physically able to move about on a construction site including climbing; willingness to work outdoors in any weather conditions; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and** one of the following:

1. Graduation with an Associate's Degree in engineering science; civil, highway, construction, structural, or transportation engineering technology; CAD; or field related to the ability to work on engineering projects; **OR**
2. Two (2) years of full-time satisfactory engineering project experience in drafting, surveying, construction, inspection, design, or estimating; **OR**
3. An equivalent combination of training and experience as defined above.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:**

Must possess a valid New York State Drivers License at the time of appointment and for the duration of employment.