

*The City of Oneonta is accepting applications for a seasonal Engineering Aide from late May through August. For current students in the Engineering field, this position may qualify as a for-credit paid summer internship. The position will offer a mix of office work and field work. Applications may be found at [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or at the personnel office on the second floor of City Hall. EOE*

## **ENGINEERING AIDES (PT)**

**GENERAL STATEMENT OF DUTIES:** Performs routine sub-professional work in an engineering office, in a field survey party, and in inspecting construction projects let to contractors; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The difficulty of work assigned to engineering aides varies considerably depending to a great extent upon the experience and abilities of the employee. Recruits to this class are first assigned tasks of a routine mechanical nature, but the difficulty of assignments is progressively increased to eventually involve the application of elementary engineering techniques and the use of engineering instruments on routine work. The duties involve responsibility for the efficient performance of mechanical and unskilled work, and for accurate presentation of facts that will be used by professional engineers in the development of plans and operations.

**EXAMPLE OF WORK:** (Illustrative only)

- Acts as rodman and chairman on preliminary, topographical and final location surveys for City construction projects;
- Reduces and plots field notes on transverses, profiles, cross-sections and topography;
- Computes preliminary materials and costs estimates from field notes of party chief;
- Assists City Engineer and Assistant Engineer in the inspection of lines and grades, and construction materials used;
- Does related clerical work such as typing specifications and correspondence and keeping a card index of property transfers.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Some knowledge of civil engineering field survey, inspection or office work; ability to read and interpret blueprints; good knowledge of elementary mathematics; ability to understand and follow oral and written directions; aptitude for engineering work; clerical aptitude; willingness to learn and to perform and task assigned; mental alternates; industry, excellent physical condition.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a High School Equivalency Diploma and participation in a two (2) or four (4) year college program studying Engineering, Urban Planning, Construction Management, or a closely related field is preferred but not required. Possession of a valid NYS Driver's License.

Adopted MSD: 6/17/75

Modified CSC: 5/16/07

Modified CSC: 5/19/16

Modified CSC: 6/20/19

Jurisdictional Classification: Non-Competitive