



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ENGINEERING AIDE III

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 1350

PAY RANGE CODE: [12.2 MC](#) REVISION DATE: 8/31/17

NATURE OF WORK:

This is responsible technical and supervisory work in the performance of land survey and related engineering work in the field or office. Work involves either the responsibility of acting as crew chief of a survey party which performs pre-construction land surveys or performing engineering investigations and inspections of contracted construction projects. An incumbent in this classification exercises considerable independence in the performance of the duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises and participates in survey work and staking to establish construction sites and compile estimated construction costs.

Facilitates weekly meetings with contractors to discuss each week's projects, using notes from the meetings as project schedules.

Participates in and oversees the work of representatives of consulting engineering companies.

Inspects construction work to ensure compliance with plans, standards, and safety regulations.

Acts as liaison with other divisions of the Public Works Department and with representatives from construction companies and other entities to negotiate construction changes as needed.

Maintains accurate records, photographs, and sketches during construction and through completion to ensure quality control and to enable the accurate compilation of billing and approval of payments.

Proofreads and corrects plans prior to construction.

Assists in developing contracts and cost estimates for construction projects.

Designs and drafts plans and specifications for routine projects.

Provides construction information to representatives from private businesses, counties, utilities, governmental agencies, and members of the general public.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the methods, techniques, nomenclature, symbols, tools, and equipment used in land survey and inspection work.

Skill in negotiating with agents of contracting companies, utility companies, and governmental entities when changes to projects plans are needed.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to perform precise survey measurements, make accurate computations, and reduce field notes.

Ability to read and interpret blueprints, construction plans, and specifications.

Ability to assign work and supervise subordinates.

Ability to coordinate and oversee field testing performed by private contractors or other agencies.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to stand and walk from 76 to 100% of the time; climb, balance, bend, stoop, kneel, and type from 26 to 50% of the time; and to reach, squat, crouch, crawl, lift, push, and pull up to 25% of the time.

Ability to move objects weighing up to fifty (50) pounds up to 33% of the time; objects weighing up to twenty (20) pounds from 34 to 66% of the time; and objects of lesser weight from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in civil engineering or construction management/engineering

OR

Associate's degree in engineering or construction AND two (2) years of work experience in sub-professional engineering, land surveying, drafting, or construction inspection

OR

Four (4) years of experience in sub-professional engineering, land surveying, drafting, or construction inspection.

SPECIAL QUALIFICATIONS

Must possess a valid motor vehicle operator's license.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting or outdoors in all weather conditions such as heat, cold, and humidity, amid noise, near machinery in operation, at times at considerable heights, or in confined spaces, where fumes, dust, or odors may be present.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Theodolite	Level	Computer
Radio Signal Locator	Survey Van	Data Collector
Magnetic Locator	Copier	Distance Meter
Total Station	Calculator	Printer
Tablet/Smartphone	GPS Survey Equipment	Transit
Bridge Inspection Equipment	Tripod	

Previous Revision Date(s): 12/17/92
8/28/97
8/31/06
11/29/12