



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ENGINEERING AIDE I

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5710

PAY RANGE CODE: [04105](#)

REVISION DATE: 8/31/17

NATURE OF WORK:

This is entry level work involving assisting in land survey, using sampling and field testing materials, reading and understanding simple plans and specifications, and related engineering work.

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.)*

Determines lines, directions, and distances where construction work is to be performed.

Establishes elevations, bench marks, and grades, and sets grade hubs and guards to mark positions for earth moving and other modifications of construction sites.

Clears brush and trees to clear lines of sight.

Serves as flag person in high traffic areas.

Assists in reading blueprints, construction plans, reducing notes, and measuring as-built quantities.

Fills division vehicles with fuel, stocks vehicles and the division stock shed with supplies, and cleans and maintains tools and equipment.

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 use of survey instruments and precision measuring requirements.

Knowledge of engineering maps and records.

Knowledge of the uses of standard laboratory and field test equipment.

Ability to plot profiles and cross sections and to prepare routine plans.

Ability to make quick and accurate mathematical computations including addition, subtraction, multiplication, and division.

Ability to understand oral or written instructions.

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

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 balance, bend, stoop, squat, kneel, crouch, stand, walk and lift from 76 to 100% of the time; to climb and reach from 51 to 75% of the time; to push and pull from 26 to 50% of the time; and to crawl and sit up to 25% of the time.

Ability to move objects weighing up to one hundred (100) pounds up to 33% of the time, objects weighing up to fifty (50) pounds from 34 to 66% of the time, and objects weighing up to twenty (20) pounds 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.)*

High school graduation or its equivalent.

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 primarily outdoors in all weather conditions, amid noise, near moving machinery or electric currents, at times in high places or confined spaces, in areas where fumes or dust 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.)*

Level rod
Sledge hammer
Shovel
Metal detector

Plumb bob
Repair tape
Pick
Prism

Range pole
Machete
Axe
Calculator

Previous Revision Date(s): 1/27/94