

ENGINEERING AIDE - 290

DEFINITION OF WORK

Under immediate supervision, performs responsible routine technical and clerical work handling a variety of sub-professional duties in an engineering office; does related work as required.

EXAMPLES OF WORK

Coordinates the location and related problems of telephone and power cables, gas mains and other underground utilities with contractors prior to construction and installation activities; provides information to developers, contractors, City employees and the general public on engineering related matters; prepares regular and microfilm copies of engineering records and graphics; assigns and reassigns house numbers to new and unnumbered structures; makes site inspections and prepares rough graphics; contacts postal authorities as required; reviews sign permits for zoning requirements and makes physical inspections; researches property records; ascertains ownership of property required for engineering purposes; prepares charts, tables and other illustrations; performs a variety of related office functions; prepares routine reports; checks placement of Board of Adjustment signs.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma supplemented by courses in drafting, surveying or construction practices and some construction experience.

Knowledge, Skills and Abilities: Some knowledge of the common principles and practices of sub-professional engineering; general knowledge of standard office practices, procedures and use of equipment; some knowledge of the operation of an engineering office; ability to prepare simple reports and related graphic materials; ability to establish effective working relationships with other employees, contractors, developers and the general public.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license.

