

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Engineering Aide

DEPARTMENT: Engineering	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-Exempt
SALARY RANGE:	17	
<p>CLASS SUMMARY: Incumbents are responsible for providing basic technical and drafting assistance to the Engineering Department. Duties include: drafting using computer aided drafting software or hand drafting; preparing preliminary engineering drawings for distribution; completing as-builts of private development and Padre Dam projects; preparing, tracking and recording drawings and changes to existing files and drawings; delivering contract documents, photos and plans; and, gathering and preparing information for water, recycled water and sewer projects.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Engineering Aide is the first level of a four level engineering series. The Engineering Aide is an entry level classification and is distinguished from the Engineering Technician which performs paraprofessional level design and drafting activities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Draws plans and maps using computer aided drafting software or drafting by hand.
2.	Researches and prepares information for water, recycled water and sewer projects.
3.	Prepares, tracks and records drawings and changes to existing files and drawings.
4.	Delivers contract documents, photos and plans.
5.	Prepares preliminary engineering drawings for distribution by assigning drawing numbers, stamping dates, logging, and distribution.
6.	Completes as-builts of private development and Padre Dam projects.
7.	Prepares project cost estimates by doing a material count and applying predetermined unit costs.
8.	Performs preliminary plan checking of routine project designs comparing to existing Padre Dam project standards.
9.	Works directly with customers inquiring about water and sewer service application information, i.e., easement checks, construction meters, payments and general phone calls for the department.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
10.	Backs up the Engineering Customer Service Technician.
11.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Drafting standards and practices;
- Computer Aided Drafting;
- Mathematics including geometry and trigonometry;
- Customer service techniques with strong interpersonal skills;
- Safety procedures.

Skills (position requirements at entry):

- Drafting drawings with the computer and by hand;
- Tracking and recording drawings;
- Ability to multi-task and organize differing priorities;
- Using computers and related specialized computer applications such as Computer Aided Design;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one year of specialized or technical training in computer-aided drafting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Valid California Driver's License.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to fumes, odors and dusts.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, then the job is rated for Light Work.

Classification History:

Date: 4/98; 1/02; 1/05