

ENGINEERING AIDE  
PART TIME, TEMPORARY

DEFINITION

To perform a variety of entry level assistance duties for the Engineering Divisions of the City of Roseville; to research, collect, report, enter and manipulate data while conducting office and field work as assigned. May perform a variety of semi-technical office and field work involving drafting, surveying, mapping, and related engineering activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Identify and locate utilities, easements, property lines and related information from engineering plans and record maps.

File and retrieve engineering and related plans, maps, exhibits and various documents; update files and maintain document reference and retrieval systems.

Provide internal and external customers with information, such as legal descriptions of parcels, address verification, property ownership, assessor's parcel numbers, zoning designations, easements, flood zone designations, public right-of-way, property jurisdiction and assessment districts.

Collect data and takes measurements for various engineering projects; perform field investigations.

Provide clerical assistance to Engineering staff to include filing, data entry, and answering phones.

Assist with mass mailing and other forms of customer contact; assist with community outreach events.

Tactfully respond to citizen inquiries and complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Develop exhibits and drawings using AutoCAD and/or ArcGIS.

Maintain, update or develop AutoCAD or ArcGIS spatial or database information.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Basic knowledge of math and measuring instruments.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Modern office equipment, methods, procedures, and computer hardware and software including use and operation of AutoCAD and ArcGIS.

#### Ability to:

Learn geography and street locations within the City.

Collect accurate and up-to-date data.

On a continuous basis, know and understand operations and observe safety rules; walk long distances; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 25 pounds or less.

Intermittently review documents related to department operations; observe, identify and collect accurate data; understand, interpret and explain department policies and procedures; explain operations to the public and with staff; work outdoors in a variety of weather conditions; stand, walk, balance, stoop, kneel and bend while performing field inspections.

Perform basic arithmetic calculations.

Communicate effectively and concisely, both orally and in writing; understand and follow written and oral directions.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

##### Experience:

Engineering Aide  
Part Time, Temporary

- 3 -

Equivalent to the completion of the 12<sup>th</sup> grade, GED, or higher level degree. One to two years of college coursework in engineering or a related field is preferred.

Training:

Formal or informal training in the area of computers, and data collection. Training in AutoCAD and ArcGIS is preferred.

License or Certificate

Possession of a valid California driver's license by date of appointment.

05-28-19

11-15-14

01-06-08