

Jurisdiction: Oneida County

Jurisdictional Class:

Revised: 03/01/01

## **JUNIOR ENGINEERING AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** A Junior Engineering Aide performs a variety of entry level work as a member of a survey party or in an environmental public health prevention and control program. The work requires the application of clearly described practices, the making of minor decisions, and the use of judgement in the assembly of data to develop plans and specifications or gathering information for referral to other agencies. Work is performed under a higher-level staff person. Supervision is not a function of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Makes initial and follow up visits to occupied dwellings to assess environmental living conditions;

Serves as liaison between the health department, residents and various agencies;

Gathers information on environmental living issues with regards to structure, lead paint, indoor air quality, plumbing, fire hazards;

Makes suggestions or referrals on prevention of environmental hazards relating to the structure;

Holds rod or chain position on survey party;

Assists party in field surveys for highways, bridges, structures, pipe lines, property, earth work and related items;

Reduces and plots field notes from plan, profile, topography, land and related preliminary filed surveys;

Prepares tracings (drafting) of plans and profiles of construction projects;

Make routine mathematical calculations of amounts of earth work and other construction commodities;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to learn on-the-job basic skill relating to surveying, building inspections calling for a background in mathematics and related subjects, including trigonometry; aptitude for technical work; ability to work as part of a team; ability to understand and carry out oral directions; willingness to perform a variety of routine manual tasks associated with surveying and engineering.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.