

ENGINEER AIDE

DEFINITION:

Under direction performs routine, repetitive, and noncomplex field and office work as a chairman and rodman, and assists in instrument operation, makes the less difficult mathematical calculations, and reduces level notes; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Does chaining and measuring with a tape.

Runs a level rod, drives stakes, clears survey lines, cares for equipment, and sees that taping instruments are clean and well oiled.

Cuts brush while working in a survey party and reduces level notes.

Plots, inks, and calculates cross sections, makes simple mathematical calculations and does routine drafting and tracing.

Inspects and checks earthwork, and checks and records loads of materials taken from pits.

Assists in several operations at the batching plant including the sampling of materials, the making of simple screen and moisture tests, and the preparation of samples to be sent to the laboratory.

Maintains necessary records.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of methods and techniques used in maintenance and construction work and of the methods used in making basic arithmetic calculations and of the fundamentals of algebra, plane geometry, and trigonometry.

Ability to understand, remember, and carry out written and oral directions and to learn quickly from written and oral explanation and from demonstration.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.