

Jurisdictional Class: Competitive, Non-Competitive when Seasonal in City of Plattsburgh
Adopted: July 18, 1988
Revised: September 29, 2016

ENGINEERING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing technical duties in order to facilitate the smooth and efficient operation of that department. The work is performed under the general supervision of an engineer with considerable leeway given for the exercise of independent judgment in carrying out assignments in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in matters related to office procedures, subdivision and site plan review, and enforcement, correspondence, updating, and development of utility (water, sewer, lighting, and highway) plans for system layout, field surveying, map preparation, title searches, deed and easement preparation, and evaluation of all types of blueprints for contract specification preparation and review;
Conducts assigned research projects;
Prepares analytical reports as required;
Maintains records and assists in the preparation of required reports;
Utilizes a computer-aided design (CAD) system in the performance of duties;
May utilize GPS equipment, and GIS software in the performance of duties;
Answers inquiries from the general public regarding policies and rules and regulations governing the operation of municipal subdivision regulations and procedures, and investigates complaints;
Assists in maintaining good public relations;
Makes simple engineering computations;
Reviews subdivision project plans for compliance with municipal subdivision regulations;
Reviews incoming mail and answers general correspondence;
Performs related work necessary for the efficient operation of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of an engineering department's organization, reporting requirements, office and engineering terminology, surveying procedures, and equipment;
Good knowledge of scientific arithmetic, English, and statistical techniques;
Skilled in drafting and design;
Strong verbal and written communication techniques;
Ability to operate a computer, blueprint machine, and other related office equipment;
Ability to utilize a computer-aided design (CAD) system;
Ability to learn and utilize GPS equipment, and GIS software and data;
Ability to organize and assign work to others;
Ability to establish and maintain good working relationships with others.

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MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, engineering, drafting, program management, surveying, construction, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in planning, engineering, drafting, program management, surveying, construction, or closely related field; and two (2) years experience which shall have involved surveying and drafting; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience which shall have included surveying and drafting.
- (d) An equivalent combination of training and experience as outlined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.