



## ENGINEERING ASSISTANT JOB DESCRIPTION

Job Title: **Engineering Assistant**

Job Code: **Extra Help**

Pay Grade: **Extra Help Grid**

Effective Date: **January 2009**

FLSA: **Non-Exempt**

Revision Date: **February 2014**

### NATURE OF WORK

Under close supervision, assists in contract administration, project filing, data entry, quantity calculations, and other assignments.

### ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists with basic technical work in support of Public Works Department (PWD) engineering programs including survey, drafting, environmental data collection, and technical administrative work; performs work within scope of authority and training in assigned area of responsibility; duties may vary according to job assignment.
- Assists engineering staff in the preparation of engineering reports, designs, related drawings, specifications and construction project estimates, and environmental permits
- Assists with environmental field data collection efforts such as assisting in stream surveys, fish rescue, and wetland delineations.
- Assists with quantity calculations on site at construction projects. This work is during the construction months of March through November.
- May assist with inspection of construction projects to verify compliance to safety and quality standards. This work is during the construction months of March through November.
- Prepares reports and maintains records.

### WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment and is performed outdoors at construction sites, maintenance facilities and outside environments with exposure to inclement weather. Moderate physical demands; strength sufficient to lift and move items weighing up to fifty (50) pounds; may be exposed to safety hazards and dangerous tools and equipment. Requires standing for long periods and must be able to react quickly while on construction sites.

### DISTINGUISHING CHARACTERISTICS:

This is a temporary position. Incumbents typically have little or no directly related experience and work under close supervision while learning job tasks.

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**EMPLOYMENT STANDARDS:**

High School Diploma or GED equivalent; 18 years of age or older;  
Valid driver's license.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- OSHA safety rules and regulations, and safety standards in hazardous traffic/construction environments.
- Federal and state safety laws and regulations.

**Skills in:**

- Safe and efficient operation of pickup trucks, flatbed trucks as well as miscellaneous hand held tools according to standard operating and safety procedures.
- Following safe work practices.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.