

CLASS SPECIFICATION FOR
Engineering Aide III

GENERAL STATEMENT OF DUTIES: Performs technical and skilled work of a sub-professional engineering nature in the field and/or office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the skilled use of surveying instruments and engineering-related equipment. This class is distinguished from Engineering Aide II by the broader scope of duties and responsibilities assigned and by the handling of assignments requiring the most skilled use of the instruments. Supervision may be exercised over subordinate personnel. Work is performed independently under general supervision.

EXAMPLES OF WORK (illustrative only):

- Runs lines and grades;
- Measures areas;
- Acts for Survey Party Chief when needed;
- Reduces and plots field notes;
- Checks approved plans and cut sheets for errors and corrections to be made to conform with actual field conditions;
- Performs TV inspection of sanitary sewer mains,
- Locates and pinpoints problems in new and existing sewers with TV inspection;
- Installs traffic counters, speed and truck classifiers;
- Completes more complex field traffic engineering studies, including intersection layout, travel time and delay and accident analysis;
- Compiles and tabulates various traffic data obtained from field studies;
- Assists with the completion of various inventories;
- Assists with the maintenance of street and intersection files;
- Utilizes the personal computer for data input, review, maintenance and retrieval;
- Coordinates slip-lining program and equipment maintenance;
- Secures all necessary information from property owners or from office records and computes areas and draws maps, plans and sketches;
- Produces blue print copies for County agencies and the public;
- Makes sketches and working drawings of highway intersections;
- Computes distances and areas of parcels of land on section sheets;
- Assists in preparation and maintenance of various maps, drawings, and charts;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of civil engineering principles and practices; considerable knowledge of construction specifications and plans; knowledge of mathematics through trigonometry and its application to field surveying and engineering computations; ability to do precise and difficult survey work and to make field and office engineering computations; ability to read and interpret engineering plans and understand specifications; ability to use and adjust survey instruments including transits and levels; ability to work from oral and written instructions and survey sketches relating to engineering field work; physical condition that permits working out of doors and under adverse temperatures and/or weather conditions.

Engineering Aide III (continued)

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and three (3) years of survey party, construction, or related work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.