

CLASS SPECIFICATION FOR
Engineering Aide I

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

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs simple and routine tasks in the field, office or on a survey party. As experience is acquired, the employee trains to occasionally operate instruments and perform some work of the next higher grade in the Engineering Aide series. The work may involve routine training and simple drafting and computing work. The work is performed under direct supervision.

EXAMPLES OF WORK (illustrative only):

- Holds and reads level rod and measures distances using a surveying tape or chain;
- Marks and drives stakes;
- Uses surveying instruments on simple assignments;
- Cuts brush along lines of sight;
- Searches and digs for survey monuments;
- Makes simple computations and takes notes;
- May do some simple drafting work;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of elementary mathematics, preferably including some knowledge of trigonometry; ability to understand and follow oral and written instructions; manual skill and mechanical aptitude; physical condition that permits working out of doors and under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: 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.