

ENGINEERING ASSISTANT

NATURE OF WORK

Under general supervision, performs journey level work of moderate difficulty in technical civil engineering, both in the field and the office.

TYPICAL DUTIES

Prepares drawings, designs, plots and plans of civil engineering projects; plans, reviews, calculates, adjusts, and performs drafting operations for County surveys, including roads, new buildings, location of utility lines, drainage plans for roads, topographical and contour surveys; contacts property owners and government agencies to obtain right-of-way for county roads; prepares reports and estimates for engineering assignments; reviews plans for conformity; prepares legal descriptions pertaining to the right-of-way or easement and has the deeds recorded; conducts traffic engineering research; makes engineering calculations and designs curves for roads; supervises subordinate employees; operates survey instruments on a survey party; performs other duties as required.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of the theory and practice of civil engineering planning design, construction and surveying, materials testing in field and laboratory; knowledge of computer aided drafting, and mathematical tools and techniques related to civil engineering problems; ability to interpret and utilize engineering plans, maps and specifications; ability to perform duties under varying field and weather conditions; ability to establish and maintain effective working relationships with other employees and the general public; ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. and three years of technical, construction, or engineering experience as an engineering assistant or surveyor; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record. Postsecondary education related to civil engineering or surveying may be substituted for experience on a year for year basis.

REVISED 07/06