DOÑA ANA COUNTY
CLASSIFICATION SPECIFICATION

ENGINEERING AIDE

PURPOSE: Performs technical and specialized assistance for design and construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

Serve as the inspector of construction and maintenance projects; drafts and designs plans, maps and detailed construction project drawings using a variety of automated drafting and GPS surveying equipment; researches property, easement, or right-of-way at the County Courthouse and maintains filing system or survey notes, maps and field survey books; determines if properties are in a flood zone according to FEMA standards; issues building permits; verifies correctness of dimensions, quantities, materials and notes; provides assistance in the field by surveying data collection activities and related special projects; gathers and compiles research information and maintains accurate computerized records; checks the relation of one detail to another, and the relation of the various drawings to the whole design; assists public with questions, responds to and resolves public inquiries and complaints; orders drafting and office supplies; responsible for the training of student interns; and is responsible for knowing and abiding by all department and county policies and procedures.

Must have knowledge of: Various software programs including AutoCAD, GIS or related program; proper methods to maintain accurate records; computer operation, the applicable software, use of the Internet to research properties, and general office equipment.

Must have skills in: Gather, plot and research information; organize and prioritize numerous tasks; communicate effectively in oral and written form; and establish and maintain effective and cooperative working relationships with others.

SUPERVISION EXERCISED/RECEIVED: Works under the close supervision of the Director of the Flood Commission.

QUALIFICATIONS: High school diploma or equivalent. Associate’s degree in drafting or related field preferred with a minimum of two (2) years experience in a technical or engineering environment as a draftsman and/or surveyor. Must have a valid driver’s license.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; sit, walk; reach; and have manual dexterity to handle, feel or control objects and tools. The employee is frequently required to traverse rough terrain, stoop, kneel, crouch, or crawl and occasionally required to climb railings on equipment and work on uneven surfaces. The employee will occasionally lift and move up to 25 pounds. Specific vision requirements for this job are close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT: Performs essential duties indoors 75% of the time under normal conditions and 25% outdoors under various weather conditions. Outdoors is subject to extreme hot and cold temperatures; surfaces may include wet, dry or greasy, natural even and/or uneven ground gravel, asphalt or concrete. Work surface indoors is carpeted, tiled and/or a concrete floor. The employee may be exposed to noise, vibration, dust, exhaust fumes, mists, and various weather conditions. The noise level in the work environment is moderate to loud. Safety procedures must be followed.

APPROVED: 6/13/04

[Signature]
Department Director/Selected Official

[Signature]
Human Resources Director