

CITY OF ARCADIA
ENGINEERING AIDE

DEFINITION

Under direction, to perform a variety of responsible administrative, technical, and secretarial functions for the City Engineer and technical engineering staff; to provide administrative assistance in assembling, compiling, and summarizing information for departmental reports and projects; to issue off-site improvement permits ensuring liability and workers' compensation insurance requirements; and to perform graphic design and composition of resource material for public use.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to inquiries and complaints from the general public; research maps, assessor records, and other sources; provide assistance to the public in finding information regarding the location of existing records and improvements; process applications.

Research, design, and compose resource documents for public use.

Perform issuance of off-site improvement permits ensuring liability and workers' compensation insurance requirements.

Process various land transactions, ensuring that legal and City requirements are fulfilled and that engineering records are maintained.

Update, retrieve, and file maps, plans, and records; establish files for new construction projects and maintain records of fees paid on projects.

Participate and assist in the administration of the assigned office; supervise, organize, and manage all office activities associated with the office; recommend organizational or procedural changes affecting support activities; recommend improvements in work flow, procedures, and use of equipment and forms.

Respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Assist in the preparation and monitoring of assigned budgets including compiling annual budget requests, recommending expenditure requests for designated accounts, and

monitoring approved budget accounts; review the financial condition of assigned programs and recommend and initiate corrective action to ensure financial integrity.

Serve as a primary resource and information source regarding department and program policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer caller to appropriate source as necessary.

Assist in a variety of department and program operations; participate in special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion; serve on committees as assigned.

Initiate and maintain a variety of files and records for information related to the assigned department and programs including financial, budget, personnel, operational and administrative records; maintain and update resource materials.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and fax machines; routinely use a full range of word processing and spreadsheet computer software applications.

Prepare various resident information; input data into computer system.

Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; contact vendors and suppliers as needed; maintain related records.

Process development plans by issuing number, date stamping, entering information to log, calculating fees, reviewing for completeness, and preparing deposit forms.

Read maps to obtain acreage, front footage, easements, and similar information.

Mount materials for presentations and exhibits.

Receive, log, and record newly produced maps and plans.

Prepare bid documents, Professional Service Agreements and Public Works contracts for various capital improvement projects.

Provide benchmarks, centerline ties, and sewer lateral locations when requested by customers.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic cartography, map interpretation, and scale representation on maps.

Algebra and basic statistics.

Engineering record keeping methods.

Basic drafting techniques.

Modern office practices, methods, and computer equipment and applicable software programs.

Principles and practices used in dealing with the public.

Principles and practices of data collection and report preparation.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Type at a speed of 50 words per minute and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

Ability to:

Learn engineering terminology, maps, and plans.

Learn to calculate associated fees.

Perform accurate mathematical computations.

Read, interpret, and apply engineering plans.

Prepare and maintain accurate engineering records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Plan and organize work to meet schedules and timelines.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Perform responsible and complex administrative work involving the use of independent judgment and personal initiative.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of experience in engineering drafting, planning map work, or office record-keeping and research.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in engineering, drafting, and/or mathematics.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January 2004