



<b>CLASSIFICATION TITLE:</b> Engineering Aide	<b>JOB NUMBER:</b> 7059	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Transportation and Development Manager	<b>PAY GRADE:</b> N/A	<b>FLSA STATUS:</b> Non-Exempt

## GENERAL SUMMARY

Performs entry-level field and office engineering tasks supporting various planning and engineering processes such as AutoCAD plan preparation and drafting, infrastructure inventory documentation, GIS mapping, record keeping, project development and construction oversight. Work is performed under the supervision of the Transportation and Development Manager and other Administration and Engineering Division professional staff.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Maintains and updates computer and paper files; inputs and retrieves computerized information using word processing or spreadsheet applications.
- Interacts with public, contractors, developers, utility representatives and other individuals and groups and provides courteous, prompt and accurate information.
- Performs basic drafting in the preparation of various plans.
- Makes basic mathematical calculations to determine costs or amounts or checks the calculations of others.
- Proofreads construction contract provisions and compares to original information.
- Locates and compiles data for use in engineering projects or reports.
- Locates property on appropriate maps or construction plans; interprets notations on maps or atlases.

- Retrieves parcel maps, information, and descriptions to determine property ownership and City road right of way.
- Takes basic measurements of material quantities to verify amounts ordered and received; takes tickets to verify materials received; compiles daily or project totals.
- Keeps daily records of construction inspection activities.
- Manually counts traffic and researches accident statistics.
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Office practices and procedures.
- Basic mathematics and ability to use a calculator.
- Basic personal computer skills including word processing and spreadsheet applications.
- Basic drafting skills
- Computer aided drafting
- Safety regulations while performing essential functions of the position in and around construction sites and within public rights-of-way.
- Hazards associated with water, wastewater and/or electrical operations.

### **Skills and Abilities to:**

- File alphabetically, numerically or by other predetermined classifications.
- Make simple drawings from completed survey drawings, ability to perform basic engineering drafting.
- Read and understand various types of maps, blueprints and plans and to understand engineering drawings.
- Enter and retrieve computerized data.
- Understand and follow oral and written instructions.
- Understand and adapt to work standards and codes applicable to the job.
- Provide ordinary courtesy and effective human relationship skills with fellow employees and the general public; ability to maintain a courteous attitude even in stressful and unpleasant situations.
- Work outdoors for extended periods of time under all types of weather conditions.
- Bend, stoop, reach, climb, and walk on uneven terrain.
- Communicate effectively verbally and in writing.
- Provide effective customer service.

## **SPECIAL REQUIREMENTS**

- Valid driver's license upon hire date.



## EDUCATION AND EXPERIENCE

- High school diploma or GED.
- Any combination equivalent to one (1) semester of engineering or general college level course work.
- Proficient in Microsoft Office.

## COMPETENCIES

### Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

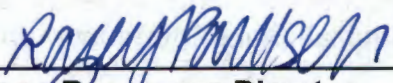
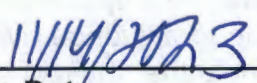
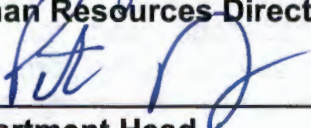
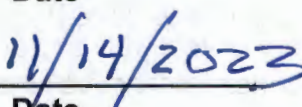
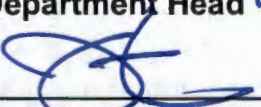
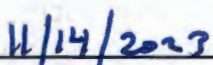
This work requires regular and punctual attendance at the office or other assigned locations; this work requires the occasional exertion of up to 25 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to

finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date