

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: ENGINEERING AIDE**

**PERSONNEL COMMISSION APPROVAL: JULY 21, 2021 (Revised)**

**COUNCIL APPROVAL: DECEMBER, 2001**

**JOB CODE: 0175**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: HBMT**  
**FLSA STATUS: NON-EXEMPT**  
**EEOC CODE: PARAPROFESSIONAL**

### **JOB SUMMARY**

Under general supervision, updates and maintains a variety of records, charts and maps, analysis data files, physical and computerized records for producing accurate results; performs field inspections to verify utility locations, prepares engineering drawings and design details of various public works/public utility projects; and performs other duties as required within the scope of the classification.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Water Distribution Superintendent

### **DISTINGUISHING CHARACTERISTICS**

The Engineering Aide has the responsibility of providing support services in updating maps using computer assisted drafting (AutoCAD) maintaining the City's infrastructure mapping system, researching and reviewing plans, and performing other administrative duties.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Updates and maintains the infrastructure mapping system for all utility services within the City from field notes, engineering drawings or tract improvement plans
- Prepares Conditions of Approval worksheet for developers for water systems based on City codes and standards
- Reviews and answers information requests for proposed system improvements
- Designs utility system improvements from survey data, legal descriptions and field notes; calculates job cost estimates for projects

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- Assists in preparation of the annual fixed asset report by researching and listing new facilities (hydrants, valves, size and length of main, etc.) added to the system during the fiscal year
- Maintains record drawings, both originals and blue-lines, for the City and West Orange County Water Board mains
- Maintains charts, maps, analysis data files, and other physical and computerized records
- Performs field inspections to verify utility locations
- Answers questions from developers, other utilities and inspectors regarding water standards
- Researches and locates hard to find water facilities
- Prepares blueprints and similar copies of maps and drawings
- Uses computer applications or other automated systems including Microsoft Office, Adobe, AutoCAD, calendar, email and database software in performing work assignments
- Attends pre-construction meetings
- Serves on the Water Operations Emergency Preparedness task force
- Performs routine semi-skilled tasks in regards to maintenance of the Utilities Yard
- Coordinates facilities request forms
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

##### **Knowledge of:**

- City and departmental policies and procedures
- Architectural and civil engineering drafting
- Manual and electronic drafting techniques

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- Functions and capabilities of software programs used in drafting and engineering such as AutoCAD and GIS
- Effective use of standard office computer software used to complete assigned tasks
- Basic preventive maintenance on assigned equipment
- Appropriate safety methods and techniques.

#### Ability to:

- Conceptualize and render a drawing from written or oral direction
- Organize and prioritize work to ensure projects are completed on time
- Maintain and follow department processes and regulations
- Perform engineering-related mathematical computations
- Operate standard office equipment including calculators, drafting equipment, personal computers and software applications for drafting
- Utilize computer databases to maintain and update records and files
- Communicate effectively in oral and written form
- Maintain accurate records and files
- Establish and maintain effective working relationships with contractors, City staff and supervisors

**Education:** High School diploma or equivalent certificate. An Associate's degree in Drafting or Civil Design/Engineering or a related field is preferred.

**Experience:** Two (2) years of experience in the computer-assisted drafting and utility systems.

**Certifications/License:** A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

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Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 30 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and storm-water discharge systems. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators, life vests, and/or hearing protective devices. Employee must be able to actively listen to receive instruction, and verbally communicate information in order to engage with staff and others, in person and via telephone. Must be able to read and comprehend correspondence, plans, specifications and other information, and communicate ideas in writing in order to keep accurate records, sign off on documents, and create letters. May require walking on uneven ground and working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. June 2021/pa