



Position Description

Job Title:	Engineering Aide	Reports To:	Deputy Director: Engineering		
Department:	Public Works	Date:	February 2025		
FLSA Status:	Non-Exempt	Pay Grade:	D	FTE:	.23

General Job Summary

Engineering aides are responsible for performing and assisting in technical and/or engineering support duties related to the functions of the multi-modal transportation systems, in such areas as project development, surveying, construction, design, planning, operations, and infrastructure maintenance. The range of duties provides an opportunity to apply basic engineering principles in a work environment. It also offers exposure in a municipal environment to generate interest as a profession post-graduation.

Duties and Responsibilities		Estimated % of Time
1.	Provide assistance on construction projects including: maintaining project records and documentation; assisting in the preparation and completion of reports; preparing and distributing notices to property owners around construction sites; project exhibits, plans, specifications and contract documents; construction staking; and inspecting stormwater, sanitary sewer, water main, paving, and drainage projects.	50%
2.	Assist in the inspection, maintenance, surveying, and inventory of roadway and utility infrastructure. Support engineers and technicians with day-to-day tasks associated with projects.	40%
3.	Provide assistance on projects including plan preparation, data collection, design field reviews, calculations, and writing reports.	10%
Perform additional duties as assigned and attend the Town required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the Town or governmental authority.		

Required Minimum Qualifications

The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Education & Experience

- Possess and maintain a valid Driver's License.
- Enrolled in an Engineering program, with preference give to those enrolled in Civil Engineering.
- Prior construction inspection experience desired.

Knowledge, Skills, and Abilities

- Ability to read, write and understand and follow oral and written instructions.
- Ability to conduct work in a safe manner in accordance with established safety rules and procedures.
- Ability to work both independently and in a team environment.
- Ability to adapt to the daily challenges associated with a busy work environment.
- Ability to problem solve.
- Ability to develop, foster, and maintain effective working relationships.
- Ability to build, foster, and maintain a positive public image.
- Possess positive customer service and strong organizational skills.
- Knowledge of civil engineering principles.
- Ability to understand general survey practices and equipment.
- Ability to interpret construction plans and specifications.
- Excellent communication skills.

Equipment Used

Standard office machines and equipment such as: personal computers, printers, telephone, calculator, copier, and MS Office Suite software, as well as a variety of tools and survey equipment.

Working Conditions

While performing the essential duties of this job, the employee is occasionally exposed to wet and humid conditions, wild animals, fumes, airborne particles and toxic chemicals. They may be subject to inclement weather and/or weather extremes during the discharge of responsibilities. The employee occasionally works near moving objects and is occasionally exposed to risk of loud noises. Working conditions contain moderate risks which require planned safety precautions for limited periods of time. Anticipated work hours are Monday thru Thursday, 6:30 AM to 4:00 PM and Friday, 6:30 AM to 10:30 AM; 40 hours per week for approximately 12 weeks during the Summer. Overtime may be available.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

While performing the duties of this job, the employee is frequently required to stand, climb, walk, and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, stoop, kneel, crouch, and talk and hear. The employee must occasionally lift 50 pounds and will at times be required to perform moderate to heavy lifting, pushing, and pulling.

Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.