



**POSITION DESCRIPTION
ENGINEERING AIDE**

PURPOSE, SCOPE AND WORKING RELATIONSHIPS:

Assists in various skilled tasks associated with engineering functions including drafting and designing various construction plans; construction staking and observation; maintaining engineering records of the City; using surveying equipment, computers and engineering programs, using geographic information (GIS); maintains records and documentation for the city's municipal separate storm sewer system (MS4) compliance. Works in cooperation with co-workers, contractors, consultants and the general public.

Reports to: Public Works Director/City Engineer

Supervision: None

FLSA Status: Non- exempt

DUTIES AND RESPONSIBILITIES

- Assists in updating and maintaining engineering drawings and records using GIS/CADD program. Assists the engineering department, citizens and other interested parties in obtaining information from such records.
- Assists in performing topographical surveys and construction staking using surveying equipment for the development and implementation of city projects.
- Performs construction inspections, records daily construction activities and quantities, and creates as-built drawings on city projects as assigned.
- Assists with project design, plan development, assessment rolls, and estimating project costs and materials for various City improvements including utility, street, buildings, parks and playground facilities.
- Performs inspections, recordkeeping, testing, and compliance enforcement for construction stormwater permits and the city's MS4 stormwater program.
- Assists with compliance inspections of various city ordinances and works with the public on complaints.
- Performs Gopher State One Call inspections as assigned.
- Support and participate in programs and initiatives related to employee health and wellness.
- Establishes and maintains effective working relationships with fellow employees, supervisors, contractors and the general public.
- Is available for call-ins as needed, including weekends and evenings.
- Follows all safety rules, OSHA laws, and other applicable rules and regulations.
- Perform biennial pavement ratings that are used to help direct the City's Capital Improvement Plan.
- Support and participate in programs and initiatives related to employee health and wellness.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of municipal sanitary and storm sewers and water distribution systems.
- Knowledge of mathematics used in engineering activities.

- Knowledge of MNDOT standards and specifications.
- Knowledge of computer programs associated with civil engineering, such as AutoCAD Civil3d, and ArcMap.
- Knowledge of civil engineering methods, terms and techniques involved with municipal engineering, including inspecting, documenting and designing of public works improvements.
- Knowledge of surveying equipment and terminology including the use of Trimble robotic total stations, GPS, and levels.
- Knowledge of the occupational hazards and safety precautions necessary in the civil engineering field/construction environment.
- Ability to work in a variety of weather conditions, and to be mobile in a variety of work environments including climbing ladders and ramps, steps, and entry of confined spaces; possess sufficient physical strength and agility to perform regular lifting and moving of materials and equipment; reach overhead and to bend down to operate valves, levers and hand wheels; ability to shovel materials and operate high pressure hoses. This includes the passing of a physical examination.
- Ability to establish and maintain effective working relationships with fellow employees, supervisors, consulting engineers, contractors, City Council, external agencies and the public.
- Ability to interpret and write legal descriptions
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely in English, both orally and in writing.
- Knowledge of City policies, procedures, programs, rules and regulations.
- Ability to operate a personal computer and various software application, including Microsoft Office 365.
- Ability to read, understand, interpret and apply statutes, rules, regulations, ordinances, codes, policies, procedures and other operational guidelines and directives.
- Ability to assess and prioritize multiple projects and work within deadlines to complete projects and assignments.

MINIMUM REQUIREMENTS:

- High School Diploma or equivalent.
- Possession of or the ability to obtain a valid State of Minnesota driver's license, within 60 days of hired date.
- 1 year of experience with GIS/CADD programs and systems.
- Ability to interpret and communicate engineering plans and specifications.
- Must satisfactorily pass a criminal background check, agility test, medical examination, and drug/alcohol testing.
- Classroom and internship training shall qualify towards experience requirements

PREFERABLE QUALIFICATIONS:

- Municipal engineering experience.
- Experience with construction observation and inspections