

Job Description

Job Title: Engineering Aide **Job Code:** 906389 **Job Family:** Infrastructure

Pay Grade: JC.95.95 **FLSA:** Non-Exempt **EEO:** Technicians

Department/Agency: Countywide **Position Number(s):**

Recommended Position Title(s): Engineering Aide

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Supports engineering staff in the completion of projects and programs; learns about and applies various engineering design standards and procedures in the completion of routine project and program tasks; analyzes, researches, and interprets data during review of study and design projects and programs; assists with the development of project recommendations; under direct supervision completes routine engineering plan review, field investigations, and construction management; documents and creates data in documents, files, and systems; completes quality control tasks for project and program submittals including checking calculations for projects and submittals.
- Perform design calculations on projects and assist with Computer Aided Drafting of plans and projects; assists surveyors in the completion of survey work; completes project and program support tasks such as cleaning and supplying vehicles and equipment; locates and delivers plans; completes work orders; completes traffic counts.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent is required and must be currently enrolled in an engineering or applied sciences college program and employment in this job is limited to a maximum of two years. Valid driver's license and good driving record may be required depending on department assignment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

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Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking.

Exposure to extreme temperatures.

Lifting weight: 50lbs.

Safety-sensitive job.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and/or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.