

## CIVIL ENGINEERING AIDE I

### **PURPOSE AND NATURE OF WORK**

Positions in this classification perform well-defined, routine tasks related to civil engineering projects. Tasks involve following clearly stated directions and guidelines, and, as such, there is limited opportunity for independent judgment, as work is usually spelled out in detail. Problems are reported to a supervisor for solution. Work is performed under the direct supervision of a higher level technician or engineer

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists traffic analysts by collecting data such as speed studies, volume counts, and turning movement counts for traffic engineering studies. Downloads collected data into spreadsheets, formats spreadsheets, and provides data to traffic analyst.

Contacts Louisiana One Call to mark underground lines prior to sign installations, physically marks locations for street sign installation, and prepares work orders for sign shop to execute the installation.

Researches and diagrams automobile crash reports.

Inspects road, driveway, turning clearance, handicapped parking space measurements, parking lot striping, and other similar measurements.

Collects signatures from fire prevention and police department for road closure requests.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of and ability to perform basic mathematical operations.

Knowledge of and ability to use computer systems and software appropriate to work.

Ability to communicate effectively by telephone, in person, or in writing.

Ability to read and comprehend specifications, plans, and drawings.

Ability to conduct research and diagram information accurately.

Ability to set up and use appropriate instruments to accurately take measurements.

Ability to learn job-related material primarily through oral instruction and field experience.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school and some work experience incorporating the necessary knowledge, skills, and abilities desired.