CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

ENGINEERING PLANNING/AIDE **2103**

GENERAL PURPOSE:
Performs public works drafting, surveying, and record keeping duties in support of the engineering and planning departments.

CLASSIFICATION SUMMARY:
The Engineering/Planning Aide duties are split between the Public Works and Planning Departments. In the Public Works Department, the incumbent performs paraprofessional engineering and planning tasks such as record keeping, drafting, surveying, inspecting, and other duties. In the Planning Department, the incumbent assists the planning staff in administration of the comprehensive plan, zoning code, subdivision ordinances, and state environmental laws. Work is performed under the direction of an assigned supervisor from either department and is responsible to the Planning Director and to the Director of Public Works for meeting the requirements of specific tasks. This position may supervise part-time aides. Assignments are received in the form of verbal, written, or graphic instructions as to the desired results with the employee responsible for seeing that the desired results are obtained.

ILLUSTRATIVE EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains up-to-date engineering and planning record maps using computer-aided drafting and mapping software and a variety of personal computer programs such as word processing, spread-sheets, databases and other miscellaneous engineering and general purpose programs; designs and updates databases; performs a variety of routine engineering, construction management and demographic calculations.

Conducts research of engineering documents; plots, lines and boundaries; develops preliminary construction drawings including surface and subsurface features; performs engineering calculations such as earthwork volume analysis, materials takeoff from engineering estimates and traffic systems calculations; ensures final engineering drawings are produced according to office standards and specifications.

Conducts engineering field studies to include: radar speed studies, traffic counts and turning-movement analysis, public works infrastructure and facility inventories.

Serves as survey crew member as needed, and performs all phases of field work; assists in such tasks as construction staking, radial topography, traverse surveying, and level loops; and records surveys in field books or electronic data collector.

Prepares exhibits, graphs, maps, blueprints and specialty information; updates Planning Department records, maps, plats, vacations, planning surveys, demographic data and public participation information; plans, develops and maintains electronic and manual files, indexes and libraries.

Performs inspections of specific portions of Public Works construction projects including inspecting and testing of materials, concrete, aggregates, and soils used by contractors on projects; under supervision, maintains and repairs equipment.

Conducts research, manages special projects and develops special and regulatory reports.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

Serves as support staff to the Engineering staff, Planning Director and Assistant Planner.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- The terminology, methods, and practices of engineering, drafting, surveying and mapping, and skill in their application;
- The terminology and geometry of public works engineering, and familiarity with their application;
- The basic materials and methods of field testing used in public works projects;
- The equipment, terminology, methods, and practices for traffic engineering studies;
- The terminology and mathematical calculations for surveying and public works engineering;
- Construction, legal land description, and land surveying principles and practices;
- Electronic and manual record keeping, indexing, archival and retrieval systems.

Ability to:
- Use computer programs such as computer-aided drafting and mapping software and a variety of personal computer programs such as word processing, spreadsheets, databases and other miscellaneous engineering and general purpose programs;
- Read and understand engineering plans and specifications;
- Deal courteously and tactfully with contractors and other members of the public;
- Work outdoors in a variety of weather conditions, walk safely on and through rough terrain, and work in vehicular traffic areas (in and around streets and highways);
- Obtain traffic flagger certification;
- Establish and maintain effective working relationships with division and department personnel, contractors, and the public;
- Use and maintain land and construction surveying equipment;
- Use, clean, and maintain electronic office equipment;
- Record and maintain confidential information;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and safe driving record.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Graduation from high school; two years college education in engineering or an associated field or two years experience in surveying or drafting or a combination of education and experience totaling at least two years. Familiarity with basic engineering and mapping terminology and geometry. Knowledge of basic survey techniques, intermediate computer-aided drafting skills, willingness to work in both field and office duties. Possession of a valid driver's license. Ability to work in unimproved field conditions and to perform manual labor, such as digging, hammering, and brush clearing. Ability to communicate effectively both orally and in writing in English.

TOOLS AND EQUIPMENT USED:
Personal computer with a Windows XP operating system and ancillary equipment; manual and electronic surveying equipment; traffic study equipment; construction inspection and materials testing equipment; office equipment; 4 lb. and 10 lb. hammers; digital cameras; motor vehicle; portable radio; cellular telephone.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed mostly in an office setting. Outdoor work is required in engineering surveys, and the inspection of various land use developments, construction sites or public works facilities and projects. The employee occasionally works near moving mechanical parts, and in high, precarious places, and near open excavations. The employee is occasionally exposed to wet and/or humid conditions, extreme temperature conditions, fumes or airborne particles, raw sewage, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee occasionally works in busy streets near heavy vehicular traffic. The employee occasionally uses 4-pound and 10-pound hammers for an extended period of time. The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually quiet in the office and moderate-to-loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

FLSA Classification: Non-Exempt
Adopted: 10/98 Revised: 6/99, 12/01, 05/07