



The City Beautiful

City of Coral Gables Job Description

Job Title: Engineering Aide II
Department: Public Works
Classification: 1002
Pay grade: 15C
FLSA: Non-Exempt

Prepared Date: 07/07
Approved By: Ramon A. Delgado
Approved By: Marjorie H. Adler

Summary

Performs as a member of a surveying team assisting Surveyors with special project designs and in-house surveys required by the City of Coral Gables.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Marks stakes to indicate proper stationing, line and grade. Establishes lay out of construction projects.

Operates surveying instruments (transit, level) and electronic distance measuring devices.

Assists with the execution of topographic surveys for construction projects.

Provides computations to supervisor. Makes basic surveying calculations.

Checks on-going projects for compliance to plans and specifications.

Performs routine maintenance of survey equipment.

Reports and files information on areas which require street striping.

Checks all City facilities to ensure compliance with the Americans with Disabilities Act.

Observes established safety practices and procedures.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Must possess land surveying, mapping, computation and drafting skills. Trigonometry and mathematics skills are required. Familiarity with State and local regulations regarding surveying is required. The incumbent must be able to follow written and oral instructions. Extensive knowledge of basic engineering, zoning codes and City codes is required. Blueprint interpretation skills are necessary.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines.

Work is predominately outdoors and requires the ability to engage in continuous active field work requiring physical stamina. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Coursework in trigonometry, geometry and algebra required.

Two (2) years field work experience required.

Must pass a swim test.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License