

DEFINITION:

Under close supervision performs simpler office or field work, such as, drafting, mapping, calculating, etc., in support of the City's Engineering, Planning, or Electric Departments.

DISTINGUISHING CHARACTERISTICS:

This is a training classification in the engineering aid series. Incumbents work under close supervision while being trained and gradually work more independently as knowledge and skills are acquired. More of the routine work is assigned to this class.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Keep up to date records and files of City facilities and projects.

Measures: Complete, timely, and accurate.

2. Helps prepare and update maps and atlases.

Measures: Complete, timely, and accurate, job knowledge.

3. Plots subdivisions, streets and rights of way.

Measures: Complete, timely, and accurate.

4. Prepares simple standard drawings and designs.

Measures: Complete, timely, and accurate, job knowledge.

5. Performs routine calculations.

Measures: Complete, timely, and accurate.

6. Makes and revises charts, graphs, visual aids, and diagrams.

Measures: Complete, timely, and accurate.

7. Operates drafting equipment; i.e., blueprint machine, drafting machine, Xerox, and KROY.

Measures: Safe, efficient, and correct usage.

8. Maintains professional library/resource center.

Measures: Complete, timely, and accurate.

9. Expedites documents and information to and from City Hall Officials, relevant commissions, and Council Members.

Measures: Timeliness and reliability.

- 1). Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Drafting, calculators and personal computers.

Ability to:

Interact effectively with the public and employees. Operate computer aided drafting equipment; perform calculations quickly and accurately; perform simple drafting, prepare visual aides.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent, with coursework in drafting.

Experience:

None required.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.