

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



ENGINEERING AIDE I
PAY GRADE 36 Starting Salary \$52,936.38
Union Affiliation – United Steelworkers Local 15509

Job Description: Under the supervision of an Engineer or an Engineering Aide II or III, the Engineering Aide I performs drafting and general office work related to the functions of the Engineering Division. The Engineering Aide I assists with civil engineering field work, performs duties on the survey crew, and assists the GIS Coordinator with updating plans, databases, and files. The Engineering Aide I answers questions of the public, professional engineers, lawyers and real estate agents regarding civil engineering or mapping information.

General Responsibilities:

- Performs drafting of engineering plans and construction drawings from survey notes related to sanitary and storm sewers, water mains, roads, park upgrades, and utility locations.
- Plots field data, performs computations, searches records, and posts information to standard forms.
- Performs clerical and information management tasks related to Engineering Division maps.
- Provides shape files and responding to questions of the public, professional engineers, lawyers, and real estate agents regarding civil engineering or mapping information.
- Performs duties on survey crews, including as rodman under the immediate supervision of the chief of the survey party.
- Assists with the inspection of construction projects.
- Assists with permits by utilizing computer platform.
- Performs dig-safe markings.
- Assists the GIS Coordinator with updating GIS plans and databases.
- Performs related work as required.

Desirable Abilities, Knowledge, and Skills:

- General knowledge of civil engineering practices and procedures.
- Experience and a general understanding of principles of surveying.
- Strong mathematical skills.
- Experience using Autocad.
- Ability to understand and follow written and oral instructions.

- Ability to engage with the public in an effective and courteous manner.
- Ability to operate instruments and equipment used in engineering.
- Engineer in Training (EIT) certification (preferred) or ability to attain certification within two (2) years.

Physical Requirements:

- Ability to work outdoors, sometimes in rugged terrain.
- Ability to lift and carry objects such as surveying equipment.
- Ability to lift up-to 40 pounds such as removal of manhole covers and catch basin grates.
- Ability to perform work at a computer workstation in an office setting.

Minimum Qualifications:

- High school diploma or equivalent (Associate Degree or equivalent from a post high school technical program preferred.)
- One to three years' experience drafting in a civil engineering office, or graduation from a post high school technical program in computer aided drafting and/or GIS.
- One to three years' experience in land survey work; or any equivalent combination of experience and training which provides the desired abilities, knowledge and skills.

Examination Weight:

Oral 100 %. During the interview process, candidates are encouraged to provide a portfolio with examples of work from projects related to the position.

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than January 8, 2024, by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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