



CITY OF KENT JOB DESCRIPTION

ENGINEERING AIDE

Department: Service, Engineering
Non-Exempt, Classified

Reports to: Superintendent of Engineering
Updated: January 2025

RESPONSIBILITY

Under the direction of the Director of Public Service, through the supervision of the Deputy Service Director/Superintendent of Engineering, the Engineering Aide assists the Service Department personnel in the performance of engineering and environmental functions. The Engineering Aide prepares drawings, maps and exhibits, performs field investigations, makes calculations, assists the public with requests for information and implements aspects of environmental programs, including but not limited to, data management, reporting, report preparation, public involvement and public education programs.

TYPICAL TASKS (Illustrative only)

Assists department personnel in all facets of public infrastructure projects including but not limited to preparation of contract drawings and specifications, performing field investigations, assembling and copying documents, drafting as-builts and archiving project records.

Maintains engineering records and retrieves records in completing public, OUPS and staff records requests; prepares maps and exhibits; makes prints and copies; performs office functions such as receiving phone calls, general filing, map storage, and any other function related to the normal routine of the Service Department office.

Performs field investigations and measurements; obtains GPS Data, prepares location plans, performs minor design calculations such as calculating sewer grades; analyzing existing records and assists in performing field investigations to locate existing City facilities; convert field recorded information into accurate record information; provide, organize and input record data for input into Geographic Information Systems (GIS).

Provides general oversight and implementation of certain environmental related functions, including but not limited to the following, Public Involvement and Education for the National Pollutant Discharge Elimination System (NPDES) and assembling and submitting annual reports to maintain our NPDES Permit. Assisting other personnel in the Service Department in meeting requirements to maintain compliance with other required Ohio EPA permits. Predominantly this requires updating and maintaining data such as water main breaks, flooding, flow tests, sewer backs, water main valve turning records and hydrant flow tests. Performs other job-related duties as assigned.

ESSENTIAL FUNCTIONS

1. Assists Department personnel in the performance of engineering and environmental functions
2. Performs computer aided drafting and maintains data in spreadsheets, documents and databases in the computer system.
3. Performs field investigations, takes measurements, obtains and downloads GIS data and enters the data into the appropriate format for use by Department personnel.
4. Maintains engineering records and retrieves information in completing public, OUPS and staff records requests.
5. Prepares written technical reports, written correspondence, maintains accurate records, and uses computers for word processing, spreadsheets, data bases, and networks for maintaining files.
6. Provide assistance to the public. Presents information orally and in writing. Exercises independent judgment when resolving conflicts with employees or the general public. Establishes and maintains effective working relationships with coworkers, management personnel, subordinate personnel, City officials, and the public.
7. Implements public involvement and education for the NPDES, including researching and writing environmental articles for the Tree City Bulletin, City Website and presenting environmental information at booths during festivals and other public events.
8. Assists other staff members to perform miscellaneous office functions.
9. Maintains valid state of Ohio driver's license and driving record in accordance with the City's Motor Vehicle Safety and Usage Policy.
10. Applies safety standards when working in and around street repair and construction sites to the work of contractors and when performing functions such as entering excavations and climbing ladders.
11. Includes physical requirements, such as lifting up to 25 lbs., walking, climbing aloft or crawling, work in confined spaces, must have sufficient hearing to identify warning signals, buzzers, and/or other audible safety devices. Have sufficient vision to perform survey work, work with computers and technical drawings, able to work around chemicals normally found on construction sites.

WORKING CONDITIONS

The working environment of the Engineering Aide involves exposure to conditions generally found in an office setting, in addition to conditions generally found in and around street repair and construction sites. The Engineering Aide works with office equipment, such as computer hardware and software applications, telephones, copy machines, and appliances. Within the office setting, the Engineering Aide will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment. When working in and around street repair and construction sites, the Engineering Aide will use GPS surveying and testing equipment and must apply relevant safety standards when performing functions such as entering excavations and climbing ladders. The Engineering Aide travels as required, works outdoors when

necessary, and works evening or weekend hours in addition to a regular 40 hour work week when required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Engineering Aide must be familiar with the tools, methods and materials used in the construction of streets, sewers, waterlines, storm water facilities, traffic signal systems and related public works; make computations involving algebra and trigonometry; to prepare written technical reports, written correspondence, maintain accurate records, and use computers for word processing, spreadsheets, data bases, networks, and computer aided drafting (CAD) and design software.

The Engineering Aide must possess good communication skills, which include the ability to communicate orally and in writing; to establish effective working relationships with coworkers, management personnel, subordinate personnel, City officials, and the public; to understand and carry out written and oral instructions; to read and interpret information; and to exercise tact and discretion when dealing with the public.

The Engineering Aide must possess the ability to analyze situations, problems, and data; to exercise independent judgment when resolving conflicts with employees or the general public and inform the administration of pending issues.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Bachelor's degree in civil engineering, construction technology or architecture and one year experience working under the direction of a civil engineer; or an associate degree in construction technology and three years' experience working under the direction of a civil engineer; or another combination of education and experience which indicates possession of the knowledge, skills, and abilities listed above, such as high school diploma or equivalent and five years' experience working under the direction of a civil engineer.

SPECIAL REQUIREMENTS

The Engineering Aide must possess a valid Ohio driver's license, have and maintain a good driving record in accordance with the City's Motor Vehicle Safety and Usage Policy.

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 contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.