

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS:** 5182

**TITLE:** ENGINEERING AIDE

**GRADE:** S-13

**DEFINITION:**

Under supervision, performs semi-skilled construction, maintenance or technical administrative work in the field or in an engineering office; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is a developmental class designed to provide the skills and experience necessary to move into the Engineering Technician series.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Performs various semi-skilled tasks, to include specialized concrete and asphalt work (e.g., setting forms, finishing, etc.); general maintenance and repair of machinery; construction of culverts and catch basins; and adjusting manholes to proper height;  
Coordinates and oversees various activities associated with repair and maintenance projects (e.g., paving, repairing sanitary sewer lines, rodding, and pressure cleaning operations);  
Makes traffic counts, census surveys, and sign inspections, including collecting and recording data and making diagrams of infrastructure, buildings, roadways or landscape features;  
Collects material samples, makes and keeps notes and records of routine tests such as soils analysis, grading analysis, and environmental analysis;  
Sets up and maintains metering and recording equipment;  
Makes simple tracings, diagrams, and drawings;.   
Performs routine engineering support duties;  
Makes mathematical calculations;  
Evaluates applications for completeness and compliance with State and County requirements;  
Reviews and determines whether plans are ready for County action;  
Prepares plats, overlay grids from as-builts, and maps;  
Performs record research and maintenance;  
Receives, logs, and updates data;  
Provides engineering-related information to citizens and other jurisdictions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Knowledge of mathematics as applied in semi-skilled engineering work;  
Ability to plot field survey data and to read, interpret, and prepare contour and land maps, indexes and files records;  
Ability to learn the techniques and practices involved in assigned semi-skilled engineering work;  
Ability to make mathematical computations; keep clear and accurate notes, and do simple drafting;  
Knowledge of and the ability to use methods, tools and equipment commonly used in maintenance, construction, and grounds keeping activities;  
Ability to communicate effectively both orally and in writing;  
Ability to follow oral and written instructions quickly and accurately;

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Ability to maintain effective work relationships and work in a team environment.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education with coursework in mathematics, algebra, and/or physical science.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REVISED:	February 1, 2011
REGRADED:	August 23, 2010
RETITLED:	November 16, 1992
REVISED:	February 25, 1985