

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Engineering Aide	GRADE:	NE/00
DEPARTMENT:	Public Works	JOB NO:	9605
DIVISION:	Engineering	DATE:	1/4/2016
REPORTS TO:	Supervisory Civil Engineer	FLSA STATUS:	NE
FULL-TIME:	PART-TIME:	TEMPORARY:	SEASONAL: XX
			COST CENTER: 310

REPLACES: Pavement Condition Evaluator

DATE: 5/11/2012

JOB SUMMARY STATEMENT:

Supports roadway evaluation activities in the Public Works Engineering Division to include: inspecting sample units of asphalt pavement and concrete curbs and recording data, providing staff with information to assess pavement and curb condition, and targeting maintenance operations.

DUTIES AND RESPONSIBILITIES:

1. Locates and marks sample units in the field. Uses section forms and maps; measures from known points; looks for previous paint marks; and paints limits of sample units.
2. Sets up work safety zones for inspection area. Employs traffic control devices.
3. Inspects sample units of asphalt pavement and concrete curbs. Measures quantities and severity of numerous distresses based on established criteria. Collects samples of roadway roughness.
4. Downloads and checks data. Connects field computer to office personal computer. Runs data downloading program; checks data for completeness and accuracy.
5. Performs other duties as assigned.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education which includes current coursework in an engineering curriculum and data processing or additional equivalent experience. Possession of an appropriate valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

None

SKILLS:

1. Data entry skills
2. Good communication skills
3. Analytical skills

MENTAL REQUIREMENTS:

1. Concentration
2. Ability to work under distracting conditions
3. Alpha and numeric recognition
4. Ability to understand computer commands and various software operation

PHYSICAL REQUIREMENTS:

1. Ability to drive city vehicle
2. Hand and eye coordination adequate to input computer data computer and operate computer "mouse"
3. Ability to make and receive phone calls
4. Exposure to extreme environmental conditions
5. Exposure to vehicle noise and fumes

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.