

CITY OF WOONSOCKET
Job Description

Job Title: Engineering Assistant
Department: Public Works/Engineering/Solid Waste Division
Reports To: Public Works Director/Superintendent of Solid Waste/Engineering
FLSA Status: T-5C/Local 3851 Professional Technical Union/40 hours
Prepared By: Michael Debrouse
Prepared Date: 8-22-16
Approved By: City Council
Approved Date: 7-19-16

SUMMARY

Under supervision, performs subprofessional engineering work, assists in making field surveys, collects, sorts, files data as assigned for keeping records and maintains same; and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Collects and plots construction and installation data necessary to create and maintain up-to-date grid drawings and master city maps showing water, sewer and stormwater drain locations.
Assists in performing field surveys for street and utility improvements, property line determinations and construction layouts.

Measures and calculates quantities on public works projects.

Occasionally reduces field notes and plots information.

Collects, indexes and maintains engineering records.

Assists the public in researching engineering records.

Inspects construction of street improvements, sewer mains and connections, and storm water drains.

Understand construction site plans.

Assists as required during inclement weather operations.

Provides information for Dig Safe

Able to use survey equipment.

Assist the Solid Waste Division as needed

Performs other duties as assigned.

EDUCATION and/or EXPERIENCE Bachelors Degree and/or a minimum of five years of experience in Engineering or allied sciences in a responsible position.

CERTIFICATES, LICENSES, REGISTRATIONS Drivers License; OSHA 10; Ability to use hand tools as they apply to surveying and minor equipment repairs.

WORK ENVIRONMENT The person occupying this position may come into contact or be exposed to adverse environmental conditions on limited occasions.

KNOWLEDGE, SKILLS AND ABILITIES Ability to work accurately with figures, neatness, carefulness. Ability to deal with the public.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

SOME REQUIREMENTS MAY EXCLUDE INDIVIDUALS WHO POSE A DIRECT THREAT OF SIGNIFICANT RISK TO THE HEALTH AND SAFETY OF THEMSELVES OR OTHER EMPLOYEES.

THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE ONLY DUTIES TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THE POSITION. EMPLOYEES WILL BE REQUIRED TO PERFORM OTHER JOB-RELATED DUTIES REQUESTED BY THEIR SUPERVISORS.