

## **CITY OF BURBANK**

### **JUNIOR ENGINEERING AIDE-BWP**

#### **DEFINITION**

Under direct supervision, to perform a variety of entry level office and field engineering work involving basic engineering knowledge and skills; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Performs entry level assignments in civil, mechanical, or electrical engineering in support of Burbank Water and Power services and goals; meets with contractors or customers at the counter or field disseminating information; assists in field spotting residential utility services; assists in the preparation of cost estimates and specifications; assists in loading and power quality assessments; checks applications for permits and connections against departmental drawings and records; identifies, locates, and researches records of utility facilities, easements, property lines, and other information for the preparation of project plans or drawings; verifies existing equipment, configuration, and improvements from records and through field visits; plots cross sections, profiles, and contours; computes and indicates changes on maps; compiles data for plans, specifications, and reports; makes calculations using algebra, geometry and trigonometry; uses computer aided technology to create new maps and/or drawings or update existing files, maps, and drawings and store related information; organizes and archives various project documents; secures information from public records using knowledge of engineering terms and drafting; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - drafting instruments, techniques, and practices; standard terminology, techniques, practices, and equipment used in engineering, surveying, drafting, hydrography, and inspection; algebra, geometry, and trigonometry; basic computer aided technology; basic techniques and practices of engineering.
- Ability to - learn and use computer aided technology and applications in the field and in an office environment; use calculators to perform arithmetic computations quickly, neatly, and accurately; read and interpret maps and simple engineering drawings; sketch, trace, delineate, and letter; follow oral and written instructions or an established procedure in performing a variety of simple tasks requiring careful execution; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from high school or equivalent and completion of a minimum of one semester of college course work in engineering or drafting and algebra, geometry or trigonometry or related subject(s) with a grade "C" or better. Graduation from an accredited technology magnet or vocational technical high school with course work in engineering or drafting and math sciences or related subject(s) with a grade "C" or better can be substituted for the required college course work.

**License & Certificates:** A valid California Class "C" driver's license or equivalent.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** A Geographic Information Systems (GIS) certificate.