

**ENGINEERING TRAINEE**

FLSA Status: Covered

Union Representation: Nonrepresented

**Class Summary:**

This is entry-level office and field support work in an engineering section or Public Works bureau. Positions of this class typically perform routine support activities such as filing, computer, data collection, basic equipment operation or maintenance, copying, and computational tasks while receiving instruction in a variety of duties assisting engineering personnel. People filling these positions are typically students of engineering specializing in the area of engineering which corresponds to job for which they are hired.

This is a Seasonal/Casual/Casual Other classification. Seasonal appointments are limited to 1400 hours per year. (Reference HR Administrative Rule [3.03 Seasonal Appointments](#))

**Examples of Work:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

1. Perform preventative maintenance, calibration, repair and assembly of basic equipment.
2. Use AutoCAD to make simple line drawings.
3. Collect and test field samples of domestic and industrial wastewater.
4. Assists staff with public information distribution at citizen involvement events.
5. Collect, compile, review and summarize research data.
6. Assembling field notebooks for inspectors.
7. Operate computer using word processing, database and spreadsheet software
8. Operate cameras, printers, and packaging equipment for the reproduction and distribution of documents, quarter-section maps, and blueprints.
9. Write brief descriptions of data contained in microfilm files prior to filing.
10. Maintain bureau microfilm, blueprint and related files, and research these files to obtain data.
11. Operate a calculator to perform basic arithmetic computations.
12. Receive instruction and on the job training in drafting techniques, mapping, engineering terminology, quarter-section mapping, and trigonometry.
13. Drive city vehicle to deliver materials.
14. Performs other related duties of a comparable level/type as assigned.

**Knowledge, Skills and Abilities:** (At time of Appointment)

1. Knowledge of engineering in the field of specialization appropriate for the position.
2. Knowledge of math through geometry and algebra
3. Skill in maintaining alpha and numeric files.
4. Skill in following written and oral instructions.

**Knowledge, Skills and Abilities:** (continued)

- 5. Ability to establish and maintain effective working relationships with co-workers, supervisors, the general public and employees of other organizations.
- 6. Ability to perform with minimal supervision once trained.
- 7. Some positions may require skill in drafting; blueprint reading; using a variety of computer software programs; reading and interpreting maps; etc.

**Other Special Requirements:**

Most positions require a valid drivers license at time of appointment. Some positions require the ability to perform strenuous work; the ability to negotiate rough terrain; the ability to safely climb ladders and work at heights and\or the ability to descend ladders and work in confined spaces.

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**Class History:**

Adopted: 11-01-93

Revised: 03-31-06 Added language to summary regarding seasonal/casual status and civil service appointment status. .

June 2009 - Change Job Class number from 3110 to 30000221, due to system change.

July 2012 – revised maximum hours and other language to matched updated Administrative rule.