

**LEE COUNTY SECONDARY ROADS
HELP WANTED
ENGINEERING AIDE**

Lee County is taking applications for an Engineering Aide to work out of our Fort Madison, Iowa office. Duties will include routine surveying, inspection and testing of materials, computer aided drafting, and ability to become IDOT certified in inspection and other related work duties. Wage based on experience.

Lee County provides equal opportunity in employment to all persons regardless of age, race, creed, color, sex, national origin, religion or disability.

To apply, download an application from our county website, www.leecounty.org or pick a copy of the county application up at an Iowa Workforce Development office or the Engineer office, and return your completed application along with a resume to: Lee County Engineer, P.O. Box 158, Fort Madison, IA 52627, or email it to ernies@leecounty.org and copy it to bhull@leecounty.org Applications will be accepted until position is filled.

If you have any questions please contact Lee County Engineer, Ernest Steffensmeier, at (319) 372-2541 or email him at ernies@leecounty.org.

**LEE COUNTY
CLASSIFICATION SPECIFICATION**

CLASS TITLE: ENGINEERING AIDE II
CLASS CODE:

NATURE OF WORK:

Under general supervision performs technical skills in the inspection of construction projects to insure compliance with codes and specifications; performs field and office work involving surveying and drafting.

ESSENTIAL FUNCTIONS:

Operates transits and levels in conducting a variety of design and staking for construction work.

Determines distances, angles, elevations, grades, cuts and maintains field notes of observations and calculations.

Calculates quantity estimates.

Performs a wide range of drafting operations in the office to perform the computing and calculations necessary to check and reduce field notes.

Prepares property plats, easements, strip maps, charts and updated maps.

Assists in preparation of related reports.

Participates in the inspection of a variety of public works construction projects, checks for compliance with plans and specifications.

Inspect and tests materials.

Keeps records and prepares reports pertaining to construction projects.

Performs related work as directed.

Performs work to keep equipment and building clean and in good repair.

APPLICANT PREREQUISITES:

Knowledge of modern field survey practices and survey party jobs.

Knowledge of engineering mathematics and the ability to perform them accurately.

Knowledge of terminology, methods and techniques of engineering drafting.

Ability to establish and maintain an effective working relationship with contractors, fellow employees and the public.

Skill in the use and care of surveying equipment, drafting equipment and construction material testing equipment.

Ability to understand and follow technical written and oral instructions.