

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**JUNIOR ENGINEERING AIDE - 1555**

**DEFINITION:**

Under immediate supervision, to perform subprofessional engineering work of routine difficulty; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- As a rear chain handler in a field survey party, assists in making precise distance and elevation measurements;
- Keep rough field notes;
- Sets and marks grade stakes as directed and clears brush;
- Cleans and performs routine maintenance on survey equipment;
- Uses cloth and steel measuring tapes, Lenker and Philadelphia rods, and various hand tools;
- Makes routine field traffic investigations;
- As directed, gathers statistical data and prepares maps and charts for graphic displays;
- Assists in the maintenance of an accurate street inventory;
- Interprets and records data from street improvement plans;
- Accepts applications and issues routine engineering permits for driveways and sidewalks;
- Conducts site inspections of food establishments;
- Performs routine field material sampling/retrieval and laboratory test procedures of construction material;
- Configures, calibrates, and deploys a variety of flow, pressure, and level (and other parameters) data logging equipment;
- Collects, reviews, interprets, analyzes, and reduces data from a variety of field equipment;
- Prepares data collected in the field for reports or presentations;
- Organizes, develops, and utilizes project files;
- Inspects material producing plants;
- Collects, transports, and tests material samples for conformance with specified Caltrans or American Society for Testing and Materials (ASTM) test methods;
- Monitors and evaluates soil compaction and mass grading activities;
- Monitors geotechnical engineered product installations;
- Compiles data, writes reports, enters, and accesses data in computers;
- Responds to inquiries, and assists inspectors with investigations or compliance hearings and plan checks;
- Prepares test reports which includes precise calculations and sketches.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time subprofessional engineering, drafting, or Geographic Information Systems (GIS) map preparation experience; **OR** Bachelor's Degree in Architecture, Civil, Structural Engineering, or a closely related field; **OR** Engineer-in-Training (EIT) Certificate issued from a State licensing board; **OR** Land Surveyor-in-Training (LSIT) Certificate issued from a State licensing board; **OR** Geographic Information Systems (GIS) Certificate, **AND** completion of three semester units of college-level course work in each of the following: Algebra, Trigonometry, and Geometry (total must equal a minimum of nine semester units). Possession of a valid California Class C Driver's License.