

**POSITION DESCRIPTION****12/2016****Town of Needham****Engineering Aide****GU-15*****Duties:***

Under the direct supervision of a Survey Party Chief, perform a variety of field surveying tasks, functioning as rodman, tapeman and/or transitman as occasion requires. Duties include performing field surveys by measuring distances, bearings and/or grades; setting up survey equipment; recording required information; and performing other related work to obtain preliminary and final field work information as directed and in accordance with established procedures.

Perform surveying and plotting functions as directed, utilizing standard surveying equipment such as transits, levels, EDM's, total stations, and related equipment and supplies in performance of assigned duties. Assist Survey Party Chief in performing inspections of Contract or Force Account construction work for conformance to plans and specifications. Perform and be responsible for construction inspection work during Survey Party Chief's absence. Perform videography and digital photography to document pre- and post- project conditions. Analyze Canvass and Recommendations for Construction Bids. Analyze utility status in preparation for construction projects and assist with the coordination of activities between Divisions during construction.

Under the direction of the Office Manager, perform office duties which include: plotting of field notes and hand drafting on various plans and records; downloading data collector information into specialized surveying software programs; assisting tax-payers, contractors and the general public with information about water, sewer, drain, various utilities, and regulations; and make copies of record and file plans. Perform other related duties, as required.

***Knowledge, Skills & Experience:***

High School Diploma or equivalent required. Associates degree or equivalent in a related field preferred. Computer literacy required. Current Class D driver's license required.

***Experience:***

Work requires a minimum requirement of one to three years of progressively responsible experience in survey fieldwork and drafting skills, and specialized computer knowledge equivalent to completion of one year of college.

Experience using Global Positioning Systems (GPS) preferred. Experience with AutoCAD preferred.

***Supervisory Responsibility:***

None.

***Physical and Environmental Standards:***

- Frequent periods supervising or inspecting in non-office environments, including garages, water supply, sewer facilities, land fills, and parks and recreational areas.
- Regular periods spent outside, subject to weather conditions while inspecting or directing work.

- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at computer terminal, telephone, or operating office equipment requiring eye-hand coordination and finger dexterity, regular lifting and carrying of files, documents, records, etc.

November 30, 2004