

ENGINEERING AIDE

DEFINITION: Under immediate supervision, performs entry level engineering work of routine difficulty in Surveying, materials testing, drafting, hydrographic, topographic mapping, and related office and field work; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Sets up survey instruments; assists with surveys; assists as rodman; prepares rebar's and lath for staking of area surveyed; inputs data into computer database for all survey plat; makes final plot and drawings of survey from field notes and rough drafts; sets up program to plot home sites on quad map; assists with minor survey plat drafting and corrections; assists with filing home site lease folders.

Works with and responds to clients and other departments requests for information relating to home site status and legal description verification; calculates bearings and distances from field notes; maintains updated maps.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of basic GIS, AutoCAD, and GPS practices.
Knowledge of computer hardware, software and peripherals related to area of assignment.
Knowledge of basic surveying and mapping practices.
Knowledge of computer aided drafting and design practices and methods.
Knowledge of recordkeeping and file maintenance practices.
Skill in utilizing verbal and written communication for development of reports.
Skill in utilizing computer software to develop designs, drafting, maps and reports.
Skill in utilizing customer service techniques when responding to inquiries and complaints.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires carrying up to 85 pounds of equipment when hiking several miles to sites for mapping and GPS surveys with exposure to all types of adverse weather conditions.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and six (6) months of drafting and/or survey work experience.

PREFERRED QUALIFICATIONS:

- Proficient Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Some positions may require additional licenses or certificates.

THE NAVAJO NATION

Class Code: 3326
Engineering Series
Engineering Support Group
Overtime Code: Non-Exempt
Pay Grade: 56

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.