



CITY OF TOLEDO
invites applications for the position of:

Senior Engineering Aide

SALARY: \$15.72 - \$20.96 Hourly
\$32,689.28 - \$43,586.40 Annually

OPENING DATE: 03/16/17

CLOSING DATE: 04/27/17 11:59 PM

DEFINITION:

Under general supervision performs advanced sub-professional engineering survey work of moderate difficulty; assists in overseeing work of field crews; performs related work as required.

EXAMPLES OF DUTIES:

Under the supervision of a Surveyor or Supervisor-Surveyor, works on a field crew in obtaining alignment, topographic and cross-sectional information and horizontal and vertical data necessary for design including the measurement of length and direction of bounding lines for their correct determination and description and the establishment of land boundaries for conveyance and recording; under supervision of a Surveyor or Supervisor-Surveyor, assists in locating and identifying survey monuments, determining points of reference for survey monuments and taking measurements for same; draws sketches to identify monument reference points which include measurements and pertinent monument information; operates all survey instruments and equipment as needed (theodolite, level, SDR, plumb, tape, prism, level rod, etc.); reads and interprets engineering plans and determines proper layout procedures for construction; performs preliminary and final cross-section surveys to determine quantity of earthwork materials moved or replaced; conducts boundary surveys to determine encroachments in the public right-of-way; takes accurate notes to determine and adjust benchmarks to an exacting tolerance; operates video camcorder to photograph and narrate existing jobs; provides information to interested parties and the general public as directed; assists in preparing and maintaining inventory records and division records; assists in cataloging and maintaining engineering maps, survey records and notes.

MINIMUM QUALIFICATIONS:

Graduation from high school or General Educational Development (G.E.D.) Tests equivalency and three (3) years of experience on a survey crew as an instrument operator.

Must be able to safely lift and carry objects weighing up to approximately 110 pounds

Must possess a valid driver's license

KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of basic surveying principles, practices and terminology; good knowledge of instruments used in engineering survey work; good knowledge of mathematics; some knowledge of geometry and trigonometry; good knowledge of safe equipment and tool operation practices.

Working skill in the operation of survey instruments and tools and a hand-held data collection computer; working skill in taking highly accurate measurements; working skill in making mathematical calculations; working skill in reading and understanding construction plans; working skill in performing heavy physical labor; some skill in providing work direction to subordinate personnel.

The City of Toledo is an equal opportunity employer. The City of Toledo will not deny equal opportunity in hiring, tenure, terms, conditions or privileges of employment on the basis of race, color, religion, sex, national origin, disability, ancestry, age or sexual orientation.

Applications filed with the City of Toledo are subject to disclosure under the Ohio Public Records Act and are subject to disclosure.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://toledo.oh.gov/services/human-resources/>

Position #2017-00066
SENIOR ENGINEERING AIDE
JC

One Government Center Ste 1920
Toledo, OH 43604
419-245-1500

Senior Engineering Aide Supplemental Questionnaire

* 1. Do you possess a valid driver's license?

- Yes
 No

* 2. What is your highest level of education?

- High School Diploma or G.E.D.
 Some College
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate Degree
 None of the above

* 3. How many years of experience do you have as an instrument operator on a survey crew?

- Four (4) or more years of experience
 Three (3) but less than Four (4) years of experience
 Two (2) but less than Three (3) years of experience
 One (1) but less than Two (2) years of experience
 Less than (1) year of experience

* Required Question