

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 4000000

Engineering Support Aide, NS

Brief Description of Class

Engineering Support Aides assist in engineering work by performing basic technical support tasks under the direct supervision of higher-level technicians, surveyors, or engineers. Duties include reducing field notes, tracing maps and plans, collecting field data, assisting in conducting laboratory tests and monitoring environmental quality, recording test and survey data, and holding or positioning survey and test equipment.

Illustrative Duties

- Traces contract plans in final for reproduction.
- Draws or inks in corrections to plans.
- Assists higher level technicians, engineers, and surveyors in conducting field surveys by setting targets and chaining distances and recording field data.
- Assists engineers and technicians in conducting construction inspections by performing simple on-site and laboratory tests, making calculations, and conducting simple inspections.
- Assists in research projects by gathering and compiling field data and extracting data from records.
- Maintains records and files for the unit, including correspondence, maps, construction plans, change orders, project files, and manuals.

Minimum Qualifications

Non-Competitive: Demonstrated ability to perform assigned tasks and follow instructions.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the

Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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