

ELECTRICAL ENGINEERING AIDE I

PURPOSE AND NATURE OF WORK

Positions in this classification perform routine tasks related to electrical engineering projects. Tasks require little interpretation and involves solving routine problems by choosing between a few clear choices which are clearly spelled out by the supervisor. There is limited opportunity for independent judgment, as work is usually spelled out in detail. Work is performed under the direct supervision of a higher level technician or engineer.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Collects field data related to electrical engineering projects, inputs data into spreadsheets, performs basic mathematical operations on data in order for engineers to use.
Assists electrical engineers in field work, taking measurements
Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of and ability to perform basic mathematical operations.
Knowledge of and ability to use computer systems and software appropriate to work.
Ability to communicate effectively by telephone, in person, or in writing.
Ability to read and comprehend specifications, plans, and drawings.
Ability to conduct research and diagram information accurately.
Ability to set up and use appropriate instruments to accurately take measurements.
Ability to learn job-related material primarily through oral instruction and field experience.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and some work experience incorporating the necessary knowledge, skills, and abilities desired.