

# Engineering Aide: Engineering Aide I

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Provides technical support to engineers on a variety of technical tasks. Produces engineering documentation, reports and drawings. Performs detailed mathematical calculations using established formulas. Analyzes and develops documentation/reports. May conduct tests and record data to assist with engineering evaluations or analyses. Acts as point-of-contact for tool implementation and guidance. Works with vendors on tool support.

## **Knowledge**

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity by following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific, detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor and other personnel in the section or group.

## **Minimum Education and Experience**

1+ years of directly related experience. Bachelor's Degree (preferred) in Engineering, Business or a related field. Basic MS Word, PowerPoint and Excel skills.