

Engineering Aide: Engineering Aide III

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

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.

Problem Solving

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion/Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

Minimum Education and Experience

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