

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**ENGINEERING OFFICE ASSISTANT 1**

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**DEFINITION**

Under general supervision, performs a variety of activities in assisting in an office or residency engaged in engineering activities; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Assists in the implementation of the Maintenance Management Work Accomplishment Program.

Maintains equipment and stock inventories for compliance to department standards.

Assists in the preparation of the residency budget proposals and in obtaining funding requests and coordinating various department clearances.

Coordinates residency right-to-know and hazardous materials information; acts as the residency training coordinator; maintains training record logs.

Audits construction reports for compliance with specifications.

Maintains work schedule for special equipment assigned to the residency.

Prepares proposal forms for the letting of contracts for fuel and petroleum products, shoulder ice control, and cover aggregates and asphalt; compiles information regarding quantities needed.

Maintains advertising sign inventory; monitors right-of-ways for non-compliance activity and initiates appropriate actions.

Maintains project records including the quality of all materials inspected and expenditures; prepares vouchers and other reports.

Applies for various permits and ensures reports are issued to clear permits.

Prepares and updates maps on detours, embargoes and weather conditions; prepares graphs, charts and plats.

Maintains drainage records and files.

Resolves federal wage rate problems; requests wage rate determinations from the federal government; audits residency time sheets.

Maintains computerized primary and secondary road fund balances; checks and reviews confidential financial experience and equipment statements.

**COMPETENCIES REQUIRED**

Knowledge of elementary engineering principles, terminology, and specifications.

Knowledge of data processing theory and applications.

Knowledge of Department of Transportation Policy Rules and Regulations relating to the area of assignment.

Ability to make accurate mathematical calculations and maintain accurate documentation and records.

Ability to understand oral and written instructions.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from high school or GED equivalent and three (3) years of work experience in highway design, maintenance, construction or materials;

OR

an equivalent combination of education and experience, substituting one year of administrative support experience in areas such as inventory management, training programs or administrative recordkeeping for each year of the required experience;

OR

an equivalent combination of education and experience substituting one (1) year of post high school course work (30 semester hours or its equivalent) for each year of the required experience to a maximum substitution of three (3) years;

OR

employees with current, continuous experience which included two years in highway design, maintenance, construction or materials, or the direct support thereof.

Effective Date: 8/88