

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ENGINEERING OFFICE ASSISTANT 2

DEFINITION

Under general supervision, provides administrative and technical assistance in the areas of auditing, compliance, and record keeping in an office or department 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

Audits interstate, primary, secondary, and maintenance contract estimates and final vouchers; insures the proper coding and mathematical accuracy of the entries on various documents; checks the documentation of extra work orders and bridge piling logs.

Audits external vouchers for proper coding and mathematical accuracy.

Maintains progress reports on all district construction and right-of-way vouchers paid and approved by the district; compiles and maintains the current road inventory of the district.

Audits secondary road budgets and programs for mathematical accuracy.

Gathers, sorts, codes, and files various documents, plans, and other materials; may oversee clerical personnel.

Audits field books and other records to insure that documentation of contract items and construction procedures meets established requirements.

Advises resident construction engineers on the proper preparation and submission of required documentation.

Audits all entrance permits, maintains central access control files, and advises engineers on matters concerning entrances and access control.

May perform some, but less than the full range of supervisory functions required for collective bargaining exemption purposes.

COMPETENCIES REQUIRED

Knowledge of mathematics.

Knowledge of elementary engineering practices, particularly in the areas of construction and materials.

Knowledge of Department of Transportation policies, rules, and regulations related to the area of assignment.

Ability to make accurate calculations and maintain adequate documentation records.

Ability to understand oral and written instructions including engineering plans and specifications.

Ability to write concise technical reports.

Ability to plan, coordinate and oversee the work of others.

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 five years of 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

employment experience may be substituted on a year for year basis for the required high school education;

OR

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

OR

employees with current, continuous experience which included two years experience as Construction Technician 1, Engineering Office Assistant 1, or Materials Technician 3 will be considered as qualifying.

Effective Date: 8/88