

Engineering Aide: Engineering Aide I

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.