

# *St. Joseph County Road Commission*

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Eric B. Shafer, Chairman  
Rodney D. Chupp, Vice Chairman  
Vincent J. Mifsud

Jack D. Coleman, Member  
David L. Miars, Member

## **ENGINEERING AIDE JOB DESCRIPTION**

This position requires someone with a good fundamental knowledge of math and ability to do mathematical calculations used in basic road surveying. The person should have the ability to write and print neatly and be able to do basic road drafting on plan profile sheets. Most of the work will be performed out-of-doors (sometimes in very dusty conditions), with a minor amount of work to be performed in the office.

The surveying portion of the work includes using a level or theodolite on a tripod, using a range pole or level rod, using a 100' tape to measure distances, and taking notes of all information in a field book. In order to perform this work, the applicant must be able to drive a pickup truck to the job site, walk great distance over rough terrain, wade through small rivers or streams, hold and read the tape, see the range pole or level rod through the instrument, and write down the information in the field book. The person must also drive wooden stakes and/or nails into the gravel or pavement with a hammer. The person must be able to lift up to 50 pounds.

The drafting portion of the work includes calculating data from the field notes, plotting the points on plan-profile graph paper, and connecting the points in a smooth curve or straight line with a drafting pencil and french curve or ruler. Must have the ability to write both numbers and letters neatly on the plans. This work is performed at a drafting table in the office.

Miscellaneous duties include the placement and retrieval of traffic counters at various locations across the county, assisting with inspection of work performed by contractors on roads or bridges, and inventorying various physical features like culverts or signs.

Hourly wage of \$19 per hour.

Please send resumes or letters of interest and application to [jumayuier@sicrc.com](mailto:jumayuier@sicrc.com) or

St. Joseph County Road Commission  
Attn: Julie Mayuier – Personal and Confidential  
20914 M-86  
Centreville, MI 49032

Also, please fill out an application form at <https://stjoeroads.com/wp-content/uploads/CDL.Non-CDL-Application-9.11.18.pdf>