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# Engineering Aide(Job Id 1479)

**Location:** US:KS:Overland Park

**Category:** Public Works

**Employment Type:** Employee

**Post Date:** 04/01/2026

## Description

The City of Overland Park has a full-time **Engineering Aide seasonal/temporary** position available in the Public Works Department.

### SUMMARY:

Supports street infrastructure evaluation activities in the Public Works Engineering Division to include: inspection, mapping and data entry to maintain infrastructure assessment data used to plan maintenance and improvement programs.

### DUTIES AND RESPONSIBILITIES:

- <>Collects, inspects and evaluates street infrastructure data including streets, bridges, curbs, sidewalks, sidewalk ramps, retaining walls and other street related infrastructure to assist in identifying maintenance and improvement program needs.
- Assists with mapping and record keeping of street infrastructure databases to include updating inventory and condition assessment.
- Assists project managers and construction inspectors on city-administered maintenance and improvement projects to include design and construction activities.
- Performs other duties as assigned.
- The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
- The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

### REQUIREMENTS:

- High school diploma or equivalent and a minimum of two years of college or vocational school in the areas of civil engineering.
- Valid driver's license and insurable driving record.
- Must successfully pass a background check, drug screen and physical.
- Must be able to handle extreme environmental conditions, and vehicle noise/fumes.

### EXPERIENCE:

None.

### SKILLS:

- Data entry skills.
- Good communication skills.
- Analytical skills.

### MENTAL REQUIREMENTS:

- Concentration.
- Ability to work under distracting conditions.
- Alpha and numeric recognition.
- Ability to understand computer commands and various software operations.

### PHYSICAL REQUIREMENTS:

- Ability to drive city vehicle.
- Hand and eye coordination adequate to input computer data and operate computer "mouse".
- Ability to make and receive phone calls.
- Exposure to extreme environmental conditions.
- Exposure to vehicle noise and fumes.

### SUPERVISORY RESPONSIBILITIES (Direct &Indirect):

- None.

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The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

No City residency requirement.

Must successfully pass a background check, drug screen, physical exam and essential functions test.

Normal Work Hours: 8:00 a.m.-5:00 p.m., Mon.-Fri.

Salary Range: \$18.00/ Per Hour

Application Deadline: Open until filled

All applicants must be legally eligible to work in the United States and proof of eligibility must be provided if selected for hire.

EO/M/F/D/V