



Example of Engineering Aide Job Description

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Our company is looking to fill the role of engineering aide. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for engineering aide

- Serve as primary focal point for document management with external engineering firms EPC suppliers
- Help to define a process for using RFID to track lab assets
- Work to help ensure that the current data that is in the Metrology Database for lab equipment is accurate
- Continue to help refine the process for Calibrating lab equipment
- Manages invoices and works with Contract Management to expedite payment to contractors and suppliers
- Provides input to and assembles/updates/distributes department documentation and reports
- Manages changes to department web pages
- Responsible and accountable for P-Card authorizations and requisitions
- Assist with equipment updates and associated records in site maintenance management system
- Provides minimal administrative support of activities for the department

Qualifications for engineering aide

- Participate in selected biological laboratory activities such as chlorophyll-a analysis, sorting macroinvertebrate samples, algae identifications, and length-weight/condition factor in fish
- Assist in compiling and entering environmental monitoring data into electronic databases
- Assist with data analysis preparatory to writing reports on monitoring studies

- Working knowledge of drilling and tapping various types of steels and aluminum alloys
- Experience with pneumatic impact wrenches, torque wrenches and general knowledge in basic fastener types, strengths and threads