

# 20<sup>th</sup> CIVIL ENGINEERING SQUADRON VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** General Engineering Assistant (EA)  
**ORGANIZATION:** 20 CES/CEP  
**CONTACT PERSON:** Joseph S. Sublette, PE  
**PHONE:** (803) 895-9636  
**WORK LOCATION:** Bldg 250  
**ADDRESS:** 428 Chapin Street  
**HOURS NEEDED:** Flexible  
**DAYS NEEDED:** Monday – Friday

## **VOLUNTEER DUTIES:**

1. Assist with the review of construction plans.
2. Assist with the development of project design requirements.
3. Assist with cost analysis of future projects.
4. Assist Engineering Assistants with drawing updates and corrections utilizing AUTOCAD.
5. Assist Engineering Assistants with update and corrections to Shaw AFB GEOBASE system.
6. Assist with design and drafting of new construction projects.
7. Assist with GEOBASE and site surveys.
8. Assist with mainlining of project design information.

## **SPECIAL REQUIREMENTS:**

1. Engineering or Construction background preferred but not required.
2. Working knowledge of AUTOCAD and/or ARCGIS preferred but not required.
3. Good analytical skills
4. Knowledge of how to read construction plans preferred but not required.
5. Good organizational skills

## **TRAINING:**

1. Training in specific areas or with specific systems as required.
2. One-on-one instruction will be provided as required.

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Volunteer Signature

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Date

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Volunteer Supervisor

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Date

Updated January 2012