

Engineering Aide

Published Date: Sep 16, 2025

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$35.35 Hourly

APPLICATION FILING DATES

9/17/2025 - 10/2/2025

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD EMPLOYEES: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page (<https://www.lausd.org/helpdesk>)

DEPARTMENT OR SCHOOL SITE

The Los Angeles Unified School District's Facilities Services Division is responsible for the execution of the District's school construction bond programs, the maintenance and operations of schools, the utilization of existing assets, and master planning for future capital projects. The Engineering Aide may be assigned to one of the following Facilities Service Department Branches: Maintenance and Operations, Asset Management, or Project Execution. For more information about the Facilities Services Division, visit our home page at www.laschools.org.

BENEFITS

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

JOB DUTIES/RESPONSIBILITIES

An Engineering Aide assists Architects, Engineers, and drafting technicians by performing routine, non-technical drafting and engineering work. Typical duties include:

- Performing routine drafting or tracing, sketching, lettering, and delineating
- Taking measurements in the field and preparing sketches and field notes showing dimensions and locations of buildings and grounds areas
- Making calculations involving the use of algebra, geometry, and trigonometry
- Reading and interpreting maps and engineering drawings
- Retrieving technical data, plans, prints, and other information
- Reviewing plans for compliance with applicable requirements

The full list of duties can be found [here](#).

MINIMUM REQUIREMENTS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience in drafting that included the use of at least one recognized, major computer-aided design software system. Completion of six semester units of college-level courses in architectural or engineering drafting or their equivalent may be substituted for the required experience.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle may be required for some positions.

DESIRABLE QUALIFICATIONS

We are seeking candidates with knowledge of engineering and architectural terms, concepts, and symbols and familiarity with engineering applications of algebra, geometry, and trigonometry. Ideal candidates will have familiarity with types and uses of measuring devices, have familiarity of PDF editing, the ability to perform drafting and lettering utilizing a computer-aided drafting and design program, and the ability to read and interpret engineering and architectural plans and drawings. Additionally, ideal candidates will have the aptitude to make neat, clear, detailed, and accurate preliminary sketches and accurate field measurements and calculations; have strong communication and organizational skills allowing them to liaison easily with various departments and track a multitude of documents; basic knowledge of space planning principles such as interior layout, design and furniture; and be able to work on various projects independently.

EMPLOYMENT SELECTION PROCESS

The employment selection process for Engineering Aide will consist of a computer assessment and a technical interview. **Please note that the computer assessment will be held in person at one of our [employment offices](#). No virtual testing will be offered. All candidates will be required to attend the assessment in person.**

Please be sure to include correspondence from @lausd.net and @successfactors.com an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder. We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule. For more information about the LAUSD employment assessment process, visit the hiring process section of our website at <http://www.lausdjobs.org>.

If you have questions regarding the employment selection process, please contact Yazmin Garcia at yazmin.garcia@lausd.net.

APPLICATION PROCESS

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION? Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org> . The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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