



## **Job Description**

<b>TITLE:</b>	<b>Engineering Summer Student</b>
<b>REPORTS TO:</b> (Directly)	Public Works Technical & Compliance Advisor
<b>REPORTS TO:</b> (Indirectly)	Public Works Manager, Lead Hand
<b>WAGE:</b>	\$18.59 per hour

## **POSITION OBJECTIVE AND SCOPE**

Reporting to the Public Works Technical & Compliance Advisor, the Engineering Summer student will provide support with engineering/technical related tasks and activities for the management of Public Works assets (roads, stormwater, facilities/buildings, parks), perform inspections of various construction projects and the collection of field data.

## **MAJOR RESPONSIBILITIES**

- Update infrastructure information in City Wide Database
- Asset inventory and condition data collection for Public Works
- Viewing/scanning paper records and/or recording data into Excel databases
- Review and update road sign inventory
- Review of studies, infrastructure, and inventory
- Inspections of various road construction projects
- Assist with various office duties
- Complete sidewalk inspections and log as per the minimum maintenance standards as sited in O.Reg. 239/02
- Set-up traffic counter machines following strict safety protocols
- Learn and understand techniques for culvert inspections, complete inspections as per regulated standards
- Perform other related duties as may be requested by the Public Works Technical & Compliance Advisor

## **SKILL REQUIREMENTS**

### **Education, Training and Job-Related Experience**

- Must currently be enrolled in school full-time for the 2024/2025 winter term (normally ending April, May, or June) and/or returning to school full-time in the 2025 fall term (normally starting in August or September).

- Preference will be given to candidates who are presently enrolled in an engineering/STEM related field of study (e.g. civil, environmental, architectural, geoscience, mechanical, electrical)
- Previous co-op student experience in an engineering environment, an asset.
- Valid driver's license and use of a personal vehicle may be required, with mileage reimbursed

### **Additional Skills and Abilities**

- High level of computer literacy including experience with Microsoft Office 365 (Excel, Word, SharePoint), Esri Geographic Information Systems (Esri GIS), and Autodesk software
- Knowledge of road engineering and maintenance activities and safety procedures considered an asset
- Ability to read and interpret engineering plans, specifications and other design documents
- Demonstrated problem-solving skills, attention to detail and accuracy.
- Works within accepted policies and procedures
- Ability to convey and exchange information to people inside and outside the Municipality
- Ability to communicate effectively both verbally and in writing, when necessary

### **WORKING CONDITIONS**

#### **Environment**

- Exposure to inclement weather
- Work to be performed both in office and in field, ability to handle physical demands of general road maintenance activities using hand and small power tools/equipment and the ability to sit for prolonged periods completing computer related tasks
- Required to supply and wear CSA approved footwear all other PPE shall be provided

#### **Schedule and Location**

- Required to work 35 hours per week
- Regular hours are 8:30 a.m. to 4:00 p.m. Monday to Friday
- Overtime work outside of regular hours may be possible as approved by the Public Works Technical & Compliance Advisor
- Majority of work will be performed from the Municipal Office with some work performed in the field and from the Public Works Yard

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holder within this job classification. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.