

Job Description Engineering Summer Student

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| Position: Engineering Summer Student | |
| Reports To: Director of Public Works | Revised: February 11, 2025 |
| This Position Is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised | |

Job Summary:

Reporting to the Director of Public Works, the Engineering Summer Student is responsible for assisting Public Works staff in all aspects from waste management to road construction.

Duties and Responsibilities:

- Update infrastructure information in City Wide Database.
- Review and update road sign inventory.
- Review of studies, infrastructure, and inventory.
- Inspections of various road projects.
- Assist with various office duties.
- Perform other related duties as may be requested by the Director of Public Works.

Qualifications:

- 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).
- Student is required to be currently enrolled in a post-secondary institution in an environmental management program or an engineering program.
- Previous co-op student experience in an engineering environment, an asset.
- Experience with ArcGIS Online and Asset Management Programs, an asset.
- Working knowledge of GIS database and mapping standards.
- Must have, and maintain, a valid class "G" driver's license with a clean driver abstract.

Key Competencies:

- Ability to read field change requests, road, and other construction design drawings.
- Must be multi-task oriented and possess excellent problem-solving skills.
- Strong computer skills, specifically Microsoft Office (Word, Excel, PowerPoint, Outlook) or similar software program.

Health and Safety:

All Employees are responsible to be aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

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Contacts:

Internal: Has contact with all employees and Council.

External: With the public, other Municipalities, private businesses, contractors, consultants, suppliers, and all levels of government.

Work Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with frequent travel outside the office to the public works depots and job sites as well as regularly working outdoors, potentially in temperature extremes and less than desirable conditions.
- Works in an environment that is subject to interruption and demands accuracy, attention to detail and multi-tasking.
- Tasks are diverse and some judgement is required.
- Work is confidential in nature and requires considerable discretion.
- 40-hour work week and may require occasional overtime.
- Works within the administrative policies and procedures of the Municipality.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- Physical coordination and dexterity to use hand tools such as drills, wrenches, screwdrivers, etc.
- Testing equipment used to troubleshoot systems; manual dexterity to operate computers and equipment such as locator wand, etc.
- Attention to detail for short periods of time when taking readings; ability to shift focus quickly in response to emergencies or other priorities in the workplace; maintaining focus on multiple tasks with varying priorities, deadlines and demands.
- Physical strength to manipulate, move and reposition equipment; regular lifting of materials and equipment weighing 4 to 9 kg and occasional lifting of equipment up to 34 kg; frequent standing for prolonged periods of time; working in confined spaces.
- Frequent exposure to loud noises from equipment; working outdoors in excessive cold, hot or adverse weather conditions; working with hazardous chemicals.

Impact of Error:

- Organizational and judgement errors would result in duplication of effort, loss of revenue, unsafe conditions, and additional costs.
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality and have legal as well as long-term consequences.
- Failure to follow proper work procedures could create hazards for other employees and members of the public.
- Decisions have an impact on the department.

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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 holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date