

City of Pembroke

Engineering Student Job Summary

Operations Department

Reporting to the Manager of Operations

Rate of Pay - Ontario Minimum Wage

Under the direction of the Manager of Operations, you will assist in the co-ordination and execution of various civil construction projects between the City, contractors and consultants. In addition, you will assist the Supervisor in the performance of his technical tasks, by researching, compiling, documenting, tabulating, and entering engineering and construction information for inclusion on the City's GIS system and for Asset Management

Education, Skills, Abilities

1. College or University Student in the field of Engineering Technology or Civil Engineering.
2. Driver's License in good standing and use of own vehicle.
3. Solutions-orientated and equipped with excellent computer, written, verbal and interpersonal communications skills.
4. Capable of working with minimal supervision.

Responsibilities

1. Liaise between the Capital Works Supervisor and Consultants.
2. Take field note information and complete diary on a daily basis.
3. Update maps and records as may be required.
4. Organize, compile, compute and record a variety of data required by the Operations Department
5. Assist the Supervisor in reviewing working drawings that may be submitted for construction review.
6. Field review and assistance with project management duties for construction and engineering projects, including electronic and paper filing, schedule updates, status reports, procurement activities, etc.
7. Respond to public inquiries in a courteous manner, with tact and diplomacy within the scope of knowledge.
8. Working with other Section Supervisors to perform technical tasks as required from time to time.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario driver's licence in good standing and will be required to sign a Confidentiality Agreement. Candidate must supply their own personal CSA approved steel-toed work boots and work clothes.