



Job Description

Engineering Student Job Summary

Operations Department

Reporting to the Manager of Operations

Rate of Pay \$20.00/hour

Location: **31940 Highway #3, P.O. Box 40, Wainfleet, ON L0S 1V0**

JOB PROFILE:

Under the direction of the Manager of Operations, you will assist in the co-ordination and execution of data collection for the Township of Wainfleet Culvert and Storm Sewer Inventory program. 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 Township's GIS system and for Asset Management. This project requires on-site field work from May through September 2023. Remote work is not an option.

Education, Skills, Abilities:

1. College or University Student in the field of Engineering Technology or Civil Engineering.
2. Valid Class G Ontario Driver's License in good standing.
3. Solutions-orientated and equipped with excellent computer, written, verbal and interpersonal communications skills.
4. Must be proficient in use of Microsoft Office software and database management.
5. Practical experience with GPS, GIS and CAD is an asset.
6. Capable of working with minimal supervision.

Responsibilities:

1. Liaise between the Operations Supervisor and Drainage Superintendent.
2. Assist in field investigations including asset data collection and environmental investigations
3. Update maps and records as may be required.
4. Organize, compile, compute and record data required for the identification of the Culvert and Storm Sewer Program.

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.

Qualified candidates are invited to submit a resume with cover letter, in confidence, outlining how their relevant education, experience and achievements meets the above qualifications, to Lee Gudgeon, Manager of Human Resources. Electronic applications will be accepted at wainfleet.ca/careers, by email at careers@wainfleet.ca or Fax: (905) 899-2340.

The Township of Wainfleet is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@wainfleet.ca if you need assistance. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.