

**DISTRICT OF ELKFORD
EMPLOYEE POSITION DESCRIPTION**

Position Name: CO-OP Student: Engineering/GIS **Date Created:** January 29, 2019

Classification: CUPE, Schedule A **Date of Last revision:**
CO-OP Student

Weekly hours: Up to 8 hours per day and 40 hours per week

Schedule of hours: As per Collective Agreement and as scheduled

Approval:

Chief Administrative Officer

Supervisor

Nature of Work:

Under the general direction of the Director, Engineering and Infrastructure Services, the position performs a variety of technical and field work relative to municipal engineering within the Public Works Department.

Duties and Responsibilities include:

- Assist with engineering and drafting requirements of the District;
- Collects field data and assists with preparation of engineering drawings;
- Performs field surveys for engineering infrastructure projects and building sites;
- Develops and maintains computer files and models;
- Performs field inspections to ensure compliance with municipal regulations and bylaws;
- Makes secure equipment, property, buildings, and vehicles;
- Assist to gain knowledge in the maintenance of municipal infrastructure;
- Assist with the enforcement of rules and regulations;
- Assist in the maintenance of the District's GIS system;
- Field work – GPS data collection and inspections as required;
- Assist in the preparation of reports, plans, specifications, presentations, field surveys and other information/documents;
- Other related duties as assigned from time to time.

Qualifications and Experience:

- Grade 12 diploma;
- Must have attended a post-secondary school in the previous school year, returning to a post-secondary school in the next school year, and part of a school co-op program;
- Completion of first year Civil Engineering Technology Diploma or a Geographic Information Systems related program from a recognized post-secondary institution;
- Basic knowledge of municipal design and engineering standards relative to all aspects of land servicing;
- Basic understanding of the methods, practices, materials, tools and equipment used in construction and installation of municipal utilities;
- Ability to assist in preparation of designs for specific public works services and to assist in the review of drawings and plans for technical accuracy and conformance to municipal guidelines, bylaws and specifications;
- Knowledge of use of survey equipment to layout a design and collect data;
- Knowledge and experience with Geographic Information Systems and cartography;
- Knowledge of computer applications related to the work performed, such as AutoCAD, ArcGIS, and all aspects of MS Office;
- Valid class 5 driver's licence (minimum Class 7N) or equivalent;

- Valid basic first aid certification (preferably OFA Level 1 or equivalent);
- WHMIS;
- Physically fit;
- Ability to work independently when required;
- Ability to communicate effectively, both written and orally;
- Ability to maintain confidentiality;
- Ability to exercise courtesy and tact when dealing with the public and staff;
- Must be able to organize work and meet deadlines;
- Experience in a similar position or working in a construction or municipal environment considered an asset.