



JOB DESCRIPTION

POSITION TITLE: PUBLIC WORKS TECHNICAL STUDENT
REPORTS TO: ASSISTANT ROADS SUPERVISOR- CONSTRUCTION
CATEGORY: STUDENT – 40 HOURS/WEEK
EMPLOYMENT DATES: MAY 01 TO AUGUST 25, 2022 (16 WEEKS)
HOURLY RATE: \$19.00

POSITION SUMMARY:

This position is an integral part of our summer construction program. This Technical Student will work independently and as part of the public works teams to perform data analysis, assist on construction projects, help with layout design, collect raw data, and summarize findings. The Technical student will coordinate and work with the upper tier municipality as well as with internal staff to compile, track, and analyze raw data sets and make recommendations and reports to senior staff for potential improvements. The student will work with other Public Works staff to solve daily engineering challenges brought forward by residents within the Township. The position will also help construction jobs and may be required to shoot grade and work with equipment operators to ensure projects are following the required design. The ideal candidate will be enrolled in a Civil Engineering related program and is interested in pursuing a career in the Public Works.

EDUCATION SKILLS, TRAINING:

- Currently enrolled in a full-time post secondary education program preferably in a civil engineering related program and planning to return in the Fall of 2023.
- A valid class "G2" driver's license and a satisfactory driver's record is required.
- Experience shooting grade would be considered an asset
- Experience conducting site surveys would be considered an asset
- Experience using AutoCad and Civil 3D would be considered an asset
- Excellent communication and problem solving skills
- Motivated, demonstrate initiative, and ability to work independently with minimum direction
- Ability to work in adverse weather conditions as required
- Knowledge of risks or hazards that may exist within a job site

KEY RESPONSIBILITIES AND DUTIES:

- Perform data analysis, assist on construction projects, and help with layout design
- Collect raw data, summarize, and report findings.

- Coordinate and work with the upper tier municipality and internal staff to compile, track, and analyze raw data sets
- Recommended and reports to senior staff potential improvements.
- With the support of Public Works Staff, solve daily engineering challenges brought forward by residents within the Township.
- Assist with construction projects including shooting grade
- Work with equipment operators to ensure projects are following the required design

WORKING RELATIONSHIPS:

Internal

Daily communication with Township employees

External

Occasional interaction with Township residents, contractors, and visitors

WORKING CONDITIONS:

Normal office-type environment (may be located in office or other municipal buildings). Hours of work may include evening and weekend shifts to meet operational needs. May be seated or standing for long periods (3-4 hours).

Regular outdoor work in various and changing weather conditions that include but is not limited to rain, hot and cool temperatures, and wind.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

APPLY NOW!