

JOB DESCRIPTION

PUBLIC WORKS ENGINEERING STUDENT

REPORTS TO: Director of Public Works

SUMMARY OF FUNCTION:

Provides technical and administrative support to the Public Works Department.

TASKS:

1. Complete AutoCAD and GIS assignments.
2. Maintain Public Works drawings and standards.
3. Assist with asset management records, inventories and documentation.
4. Scan paper records for electronic storage.
5. Update water distribution and wastewater collection system maps.
6. Assist with review and administration of development projects.
7. Field review, inspection and inventory gathering for various items.
8. Assist with and complete lot grading inspections and documentation.
9. Assist with processing utility locates.
10. Assist with vacation coverage of Public Works reception and working with the public.
11. Perform other related duties as required.

SKILL:

- Fluency with AutoCAD, GIS, Excel, and Word are essential.
- Basic knowledge of municipal practices related to utility aspects (roads, water, wastewater, drainage, traffic).
- Knowledge of water, wastewater and storm water treatment an asset.
- Knowledge of mapping systems and information.
- Knowledge of Township and area is an asset.
- Possess organizational skills.

EFFORT:

- Requires sitting for extended periods of time.
- Involves attention to detail and the meeting of deadlines.

WORKING CONDITIONS:

- Normal workweek - 35 hours.
- May be required to wear full height (20 cm) work boots.
- May be required to wear PPE including safety vest and hard hat.
- Working environment includes office and field work including the usual risks or discomforts; no special safety precautions are required.

Date Prepared: January 4, 2016

Date Revised: January 9, 2017