



TAY TOWNSHIP POSITION DESCRIPTION

Position Title: Engineering Services Student	
Department/Division: Operational Services/Engineering Services	Reports to (Directly): Manager of Engineering Services
Direct Reports: Not Applicable	Indirect Reports: Not Applicable
Pay Band: Student Pay Rate	Hours Per Week: 35
Creation Date: January 2017	Revision Date (s): October 2021; February 2021;

Position Summary:

Reporting to the Manager of Engineering Services, or their designate, the Engineering Services Student is responsible for providing technical and administrative support to Engineering Services.

Responsibilities:

1. Models the Township's values by learning and being comfortable with new ideas that can deliver greater benefit for Tay community members.
2. Complete AutoCAD and Geographic Information System (GIS) tasks, as assigned.
3. Maintain Operational Services drawings and standards.
4. Assist with asset management records, inventories and documentation.
5. Scan documents for electronic storage.
6. Update water distribution and wastewater collection system maps.
7. Assist with review and administration of development projects.
8. Complete field reviews, inspections and inventory gathering for various items.
9. Assist with and complete lot grading inspections and documentation.

10. Assist with processing utility locates.
11. Assist with Operational Services Administrative Assistant coverage involving dealing directly with the public.
12. Maintains a high degree of confidentiality and security of information. Where information is developed prior to Staff/Public release, ensures confidentiality of information produced for Council and other sensitive information consumers.
13. Ensures compliance of the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures and best practices.
14. Performs other related tasks and functions as assigned that are required or dictated by the Municipality's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education and Training

- ❑ OSSD (Ontario Secondary School Diploma) or equivalent.
- ❑ Active enrollment in post-secondary education in Civil Engineering, or other relevant discipline, at an accredited educational institution.
- ❑ Class 'G2' or 'G' Driver's Licence in good standing.

Experience

- ❑ Experience in use of GIS, AutoCAD and Microsoft Office Suite.

Knowledge

- ❑ Basic knowledge of municipal infrastructure and municipal practices related to utility aspects (roads, water, wastewater, drainage, traffic) considered an asset.
- ❑ Knowledge of water, wastewater and storm water treatment and mapping systems and information considered an asset.

Skills and Competencies

- ❑ Attention to detail and mental and visual concentration and alertness to ensure the safety of others.
- ❑ Ability to work independently in a safe, effective and efficient manner.
- ❑ Written and verbal communications skills, and public relations and technical skills.
- ❑ Interpersonal and public relations skills to deal courteously and

effectively with all levels of staff and government, elected officials, and the general public with the ability to exercise tact, diplomacy and good judgement at all times.

- Flexible and able to deal with multiple priorities as assigned.
- Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- Normal workweek – generally 35 hours; subject to variable hours of work.
- Performance of duties normally takes place in an office environment. Environments also include out-of-office meetings and worksites/construction areas. May be subject to inclement weather and dust, dirt, heat and/or fumes during site inspections. Appropriate personal protective equipment (PPE) must be worn as required.
- May be required to supply and wear CSA approved, full height (20 cm) work boots.
- Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- Position involves attentive listening and both mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information.
- Position involves corresponding with the public for administrative Engineering Services related matters.
- Position requires confidentiality in some aspects of the work.