



STUDENT EMPLOYMENT OPPORTUNITY

GREEN INITIATIVES MUNICIPAL ENGINEERING SUMMER STUDENT

Job Type: Term (May – September)

Hours of Work - 8:00 am – 4:30 pm, Monday – Friday

Closing Date: The position will remain open until a suitable candidate is secured

Compensation: \$16.10/hour

Job Summary:

The Engineering Summer Student's responsibilities shall be to provide assistance to the senior municipal staff to carry out engineering services including field surveys and inspections for the installation of municipal infrastructure, drafting as well as maintaining and filing accurate records.

Duties and Responsibilities:

- Provide assistance to the Surveyor in conducting preliminary surveys for construction of ditches, drains, and roads.
- Perform and assist in updating and drafting municipal drawings
- Assist with organizing and maintaining construction-related drawings and documentation files.
- GPS and Total Stations work
- Perform Sewer and water installation inspections
- Perform data gathering for asset management
- Maintain grade stakes as needed by construction operations.
- Ensure survey information is conducted and collected accurately.
- Ensure survey data is downloaded to appropriate network drive and has been merged properly.
- Prepare letters, memoranda, and reports as needed to respond to referrals, inquiries and complaints.
- Assist in coordinating work with various contractors during projects.

Qualifications and Experience:

- Enrolled in a civil or construction engineering or technology program at an accredited post-secondary institution.
- Experience with and knowledge of construction practices, AutoCad, surveying and inspections would be considered an asset.
- Eligible for student status with either Certified Technicians and Technologists Association of Manitoba or Engineers and Geoscientists of Manitoba (EGM).
- Valid Province of Manitoba driver's Class 5 license.

The foregoing reflect the general requirements considered necessary to describe the principal functions of this position, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Knowledge, Skills, and Abilities:

- Knowledge in the safe use and operation of various equipment to which assigned.
- Knowledge and experience in the use of computers and computer software.
- Skill in verbal and written communication.
- Skill in problem solving and recommending solutions.
- Ability to deal with the public in a tactful manner.
- Ability to prepare clear, concise and complete technical reports, and to keep detailed and accurate records.
- Ability to read and interpret engineering drawings.
- Ability to establish and maintain working relationship with associates.

Working Conditions and Physical Demands:

- Work requiring the exertion of up to 50 pounds of force.
- Work requires climbing, kneeling, crouching, reaching, standing, walking, pulling, lifting, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required for operation of machines, and operation of motor vehicles or equipment.
- Subject to inside and outside environmental conditions, pollen, dust, extreme cold, extreme heat, and noise.

The RM of East St. Paul promotes equal employment opportunities for all job applicants, including those who self-identify as a member of these groups; Indigenous people, Newcomers to Canada, Students/Youth, Visible Minorities, LGBTQ2 youth, and Women in science, technology, engineering or mathematics.

Submit resume and cover letter in confidence;

- By mail or in person in a sealed envelope marked **APPLICATION – GREEN INITIATIVES MUNICIPAL ENGINEERING ASSISTANT, Attention Carli Maxim**, R.M. of East St. Paul, Unit #1 – 3021 Bird's Hill Road, East St. Paul, Mb. R2E-1A7
- By email to: carli.maxim@eaststpaul.com

For more information, please contact;

Carli Maxim
HR Generalist, carli.maxim@eaststpaul.com
(204) 668-8112
Rural Municipality of East St. Paul

The R.M of East St. Paul wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.