



Town of South Bruce Peninsula

Public Works/Engineering Summer Student

Position Description

Reports to:	Director of Public Works	Status:	Seasonal Full Time
Employment Dates:	May 4 – September 4, 2026	Hours:	37.5 per week
Wage Range:	\$22.00 – \$23.81 per hour	Last Revised:	February 10, 2026

Summary of Duties

This role will be exposed to a variety of aspects in the Public Works Department Operations Division, but the primary focus will be assisting to update and manage a GIS database of infrastructure and assisting with site inspection and contract administration for capital projects. This position may also be assigned to undertake surveys, assist with project management of studies and general assistance to Public Works Department operations' staff.

Candidate will be directly supervised by a Professional Engineer and will be exposed to a variety of municipal projects including road construction, water and wastewater collection systems and treatment.

Qualifications

- Candidate ideally is enrolled in post-secondary education in engineering or another related field.
- Ideal candidate has working knowledge of surveying principles and the latest versions of AutoCAD, ArcGIS, Word, and Excel.
- Clear criminal record check
- Possess a Class 'G' licence in good standing and ability to report to Town Hall
- Candidate must be able to interact effectively and courteously with the public, contractors, and staff.
- Ideal candidate will possess superior analytical, organizational, decision-making and problem-solving skills, a demonstrated ability to exercise discretion and sensitivity, and excellent communication skills.

Responsibilities:

- Complete data collection and documentation relating to GIS database of

infrastructure assets

- Assist Town Staff with surveying, measuring, and quantity estimation tasks
- Assist with site inspection and contract administration for capital projects such as road reconstruction, watermain and sewer installation, and bridge rehabilitation.
- Assist with project management activities related to maintenance contracts for roads, bridges, underground infrastructure, etc.
- Investigate complaints from residents and provide reports to Staff
- Data entry, filing, letter writing, and miscellaneous administrative work as may be required to support the Public Works Department

Working Conditions

- Typical hours would be weekdays with some variety of start times depending on tasks.
- Required to work in varying weather conditions for prolonged periods of time.
- Physical fitness required to permit walking and standing for prolonged periods.
- Deals with a high volume of varied tasks, constant changes of priority.
- High level of initiative required.

Required Equipment

- The successful candidate will be required to supply their own CSA-approved safety footwear
- The Town will supply the successful candidate with head protection (CSA-approved hard hat), and other personal protective equipment (PPE) such as safety vest and/or safety shirts

Please submit your resume and a brief cover letter outlining your interest and qualifications for the role by February 27, 2026 to the Public Works Department at karen.cameron@southbrucepeninsula.com.

The Town of South Bruce Peninsula is an equal opportunity employer. We thank all applicants, however, only those selected for an interview will be contacted. The Town will not be using Artificial Intelligence (AI) during the course of the hiring process for this position.