



Town of South Bruce Peninsula

Public Works Operations Summer Student

Position Description

Reports to: Director of Public Works Status: Seasonal Full Time

Last Revised: January 8, 2024 Hours: 37.5 per week

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 on completing a geographically referenced inventory of key municipal infrastructure assets for the Town's operational and asset management needs. This position may also be assigned to undertake surveys, assist with project management of studies and/or municipal construction projects, and inspections.

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.
- Candidate must be returning to post-secondary education in Fall 2024
- 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 individual with superior analytical, organizational, decision making and problem-solving skills, a demonstrated ability to exercise discretion and sensitivity, and excellent communication skills.

Responsibilities:

- Assist Town Staff with surveying, measuring and quantity estimation tasks
- Documenting locations and quantity of Town infrastructure assets, i.e. Fire Hydrants, water valves, maintenance holes, sidewalk and culverts for inventory purposes

- Performs data collection and documentation relating to inventory of infrastructure assets, gathering data, and updating the GIS database of assets
- Assist with project delivery 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.