



## **QUALIFICATIONS:**

**Education:** Completion of at least one (1) year of an accredited post-secondary Engineering Co-op degree program or an accredited post-secondary Engineering Co-op Technology diploma program, plus enrollment to return as a full time student.

**Experience:** Completion of at least one (1) Co-op work term (duration between 4-12 months) gaining experience working in an Engineering field or the equivalent time frame working in the construction industry surveying, doing construction layout and estimating. Previous experience reading construction and as-built drawings, conducting inspections and familiarity with AutoCAD Civil 3D would be assets. Knowledge of or experience with any of the following is also desirable: subdivision servicing, traffic studies, road construction, septic systems, materials testing, utility pipe testing, water main disinfection procedures/AWWA standards and inventory tracking.

**Knowledge and Skills:** Ability to interpret civil engineering drawings, studies, infrastructure reports and manuals for municipal infrastructure. Ability to interpret and identify inconsistencies with inventories, engineering plans and specifications and physical components in civic and utility facilities. Ability to read and understand operating and maintenance manuals, and manufacturers' installation guides. Excellent interpersonal skills, excellent verbal and written communication skills in communicating with other staff. Ability to use skills in organization, prioritization, and time management to effectively handle multiple tasks and meet deadlines. Ability to maintain an effective and positive working relationship with others to help create a proactive and motivated team environment. Physically capable to perform and carry-out field work. Knowledge of and demonstrated ability to apply relevant computer programs to perform the work, such as Microsoft Word, Excel, Outlook, database applications, Adobe, GIS, AutoCAD and scanning programs. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

**Driver's License:** Yes. Valid full-privilege Class 5 BC Driver's License.  
**Vehicle Usage:** Yes. City owned vehicle.  
**Police Information Check:** No.

**Prepared by:** L. Hempsall/C. Vliegenthart  
**Date Prepared:** May 2021