



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: JUNIOR ENGINEERING ASSISTANT (CO-OP) **SCHEDULE:** B
DIVISION: VARIOUS
DEPARTMENT: CIVIC OPERATIONS **PAYGRADE:** 6

JOB SUMMARY:

The Junior Engineering Assistant (Co-op) will assist with performing field inspections and testing during the construction of municipal infrastructure, ensuring that all work is completed in accordance with City standards and specifications. The incumbent will be responsible for preparing daily written construction site reports and will also assist with interim project progress reports. The incumbent will work alongside experienced engineering staff, City construction crews, contractors and members of the public. Unusual problems are referred to and discussed with senior staff before acting.

This role will provide assistance to divisions under the direction of senior staff. The incumbent will assist with quality control, data management, and review record drawings as required. Performs general field and office duties in order to assist the department in completion of various engineering and operational activities. Performs related duties as required.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Supervisor:

Provide technical support by:

- performing field inspections during construction of municipal infrastructure;
- researching and referring to available record drawings and operating and maintenance manuals;
- collecting, compiling and inputting data;
- preparing reports, memos and correspondence with regard to assigned work;
- preparing, reviewing and coordinating record drawings and other record documents;
- performing quantity calculations and gathering other related infrastructure information;
- participating in meetings, taking minutes and representing the Division as assigned;
- working with municipal staff to ascertain required information; and
- performing related duties and assisting with special projects as required.

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, 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