

Date: March 19, 2015



ENGINEERING (Student Position)

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Engineering Services

Coordinates with: Engineering and Other District Staff

2. KEY RESPONSIBILITIES

Under the direction of the Director of Engineering Services or designate an employee in this position will be assisting the Engineering Department by estimating, calculating quantity take-offs, conducting field investigations and environmental assessments, collecting and analyzing data, researching, reviewing and organizing files and drawings, setting up and organizing spreadsheets, writing reports, liaising with internal and external contacts and other engineering related duties within the District.

• **General Duties:**

- Assists in providing engineering estimates and quantity take offs;
- Undertakes field investigations and environmental assessments related to engineering assignments;
- Collects and analyzes information and or data;
- Researches related to engineering assignments;
- Reviews and organizes engineering files and drawings;
- Sets up and organizes spreadsheets;
- Assists with engineering study reviewing and report writing;
- Liaises with internal and external contacts; and
- Performs other engineering related duties as required.

3. REQUIRED QUALIFICATIONS

- General knowledge in engineering and environmental field.
- Ability to take initiative, exercise judgment and work independently in an engineering work environment or program.
- Good health to carry out outdoor work in all weather conditions

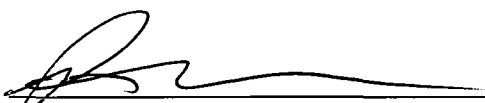
- General knowledge of design work related to municipal infrastructure.
- Understands basic engineering principles and practices.
- Good interpersonal skills in order to maintain effective working relationships with other staff, management, and the public.
- Communicates effectively both verbally and in writing.
- Familiarity with MS Office software.

4. REQUIRED LICENCES AND CERTIFICATES

- Completion of Grade 12
- Completion of one to two years post-secondary training in the field of Engineering or an equivalent combination of biological environmental education or experience
- Valid Class 5 BC Driver's License (minimum)
- Level I Occupational First Aid and CPR
- Criminal Records Check (as a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status)

5. WORKING CONDITIONS

- As per the Collective Agreement, and Policies and Procedures of the District of Kent.
- Hours may vary from time to time.
- Evening and weekend shift work may be involved.


Rick Kampen, Unit Chair CUPE 458

Date: March 20 2015


Wallace Mah, Chief Administrative Officer

Date: Mar. 19 2015