

*The Corporation of the Township of Drummond/North Elmsley*

**JOB DESCRIPTION**

**POSITION TITLE: CIVIL ENGINEERING TECHNICAL STUDENT**  
**Full-Time 40hrs/wk. (7:00 a.m. – 3:30 p.m.)**

**POSITION PURPOSE\*:** Under the direction of the Manager of Public Works, the Civil Engineering Technical Student will be responsible for assisting Public Works Department with specific project requirements. Also assists in carrying out various types of inspections, site visits, and project monitoring. Applicant will also be responsible for assisting with the collection and input of Asset Management data using various software programs.

**REPORTING RESPONSIBILITIES:**

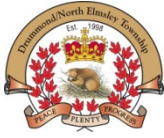
The Civil Engineering Technical Student reports directly to the Manager of Public Works (or substitute).

**KNOWLEDGE AND SKILL REQUIREMENTS:**

The Civil Engineering Technical Student will possess the following:

- Currently enrolled in a post-secondary program in Civil Engineering.
- Proficiency in Excel, Outlook, Word and GIS.
- Ability to communicate effectively both verbally and in writing.
- Strong time management and organizational skills.
- Ability to take initiative.
- Experience in a municipal environment preferred.
- A working knowledge of the relevant legislation in Public Works.
- General knowledge of road & bridge construction and surveying.
- General knowledge of rural road maintenance.
- General knowledge of Health & Safety policies and procedures.
- Class 'G' Driver's licence in good standing with reliable vehicle available for corporate business driving to sites throughout the Township.
- Must be familiar with the collection of infrastructure data and updating the municipalities current Asset Management Plan.

<b>TOWNSHIP OF DRUMMOND/NORTH ELMSLEY Job Description</b>	<i>Job Title:</i> <b>Civil Engineering Technical Student</b>	<i>Revision Date:</i> <b>March 2021</b>
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**JUDGEMENT REQUIREMENTS:**

Judgments for the position are as follows:

- Demonstrated sound judgment to determine if decisions regarding the operations of the Township's Public Works department are consistent with best practices, Ministry standards and the Township's policies and procedures.

**WORKING ENVIRONMENT:**

The working conditions for the Civil Engineering Technical Student are:

- Strict adherence to confidentiality, policies and procedures
- Work is performed both inside and outside.
- Work is performed in noisy and dirty conditions.

**SALARY RANGE: (2021 salary grid)**

\$15.00 to \$19.00/hr.

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