

Data Analyst Summer Intern

The **Municipality of the County of Kings** is seeking a highly motivated and detail-oriented Summer Student to join our Environmental Services and Climate Resilience Department. We are actively seeking an exceptionally motivated and detail-oriented Summer Student to support and work collaboratively with our team. The primary responsibilities will involve gathering, analyzing, and meticulously organizing historical data pertinent to various Water Treatment Plants (WTPs) and Wastewater Treatment Plants (WWTPs). Additionally, the successful candidate will play a crucial role in supporting jurisdictional reviews and assisting in the drafting of a comprehensive recommendation report for the County's cross-connection program. This hands-on role presents an unparalleled opportunity to actively contribute to environmental compliance initiatives while gaining invaluable practical experience within the field.

Our commitment is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. If you are ready to take on the challenge, we invite you to consider joining us in our mission of providing municipal services to residents, businesses, and organizations in a friendly, effective, and innovative manner.

We encourage applications from Indigenous People, Persons of African Descent, and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons, and members of other historically underrepresented communities. While we recognize the inherent difficulty of doing so, if you are a member of a traditionally excluded or marginalized community, you are encouraged to self-identify in your cover letter or your resume.

Wage - \$20.00 per hour **Work term:** May 6, 2024 to August 23, 2024.

Hours - Monday to Friday 8:30am – 4:30pm, 35hrs/week.

Job Responsibilities

- Collaborate with plant personnel to gather historical data related to water quality, treatment processes, and regulatory compliance.
- Organize and catalog collected data in a systematic manner for easy retrieval and analysis.
- Assist in the analysis of historical data to identify trends, patterns, and potential areas for improvement in compliance with environmental regulations.
- Utilize software tools and applications to process and visualize data effectively.
- Work closely with team members to develop schematics for various Water Treatment Plants and Wastewater Treatment Plants.
- Use drafting and design software to create detailed and accurate schematics that depict treatment processes and equipment layouts.
- Prepare comprehensive documentation summarizing findings, analyses, and schematic developments.
- Contribute to the creation of reports for internal and regulatory purposes.
- Collaborate with cross-functional teams within the organization to gather additional information and insights.
- Attend meetings with project stakeholders to provide updates on progress and discuss potential improvements.

Education & Qualifications

- Currently enrolled in a degree program related to Business, Data Sciences, Environmental Science, Environmental Engineering, Water Resources, or a closely related field.
- Proficient in data collection methodologies and tools and familiarity with data analysis software.
- Experience in using drafting and design software for schematic development.
- Strong communication skills.
- Exceptional attention to detail in data collection, organization, and analysis.
- Demonstrated ability to collaborate effectively within cross-functional teams and stakeholders.
- Ability to manage and prioritize tasks effectively and meet deadlines.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

To apply, please merge your cover letter and resume into one document and email to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca. Submission deadline is **4:30pm Friday March 15, 2024**.

Offer of employment is conditional upon the completion of all applicable reference and background checks.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.