

Engineering Services Summer Student Position

The **Municipality of the County of Kings** is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. We are looking for a dynamic, values-based individual to support our vision of being *a community of communities where all people belong* by joining our fantastic team.

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.

This position will offer the successful candidate an opportunity to improve their skills and gain experience working in a municipal environment. By the end of the work term and under the supervision of the professional engineers, the student will have a working knowledge and experience of Municipal Engineering Services and familiarity with the municipal water and wastewater systems, storm, and roads.

- **Work term:** May 6, 2024 to August 23, 2024
- **Hours:** 35 hours per week, Monday to Friday 8:30am – 4:30pm
- **Wage:** \$20.00 per hour

Working under the supervision of the Manager of Engineering, the summer student will assist with:

- Review and update Municipality's capital cost tracking database, including compiling unit prices from recent tender calls;
- Completing an equipment inventory for all Municipal facilities;
- Preparing procurement documents (e.g., Request for Proposals, Tenders);
- Planning, designing, and implementing construction projects for Municipality owned infrastructure (water, wastewater, storm facilities/buildings, roads/sidewalks); projects;
- Inspecting roads, drainage ways and capital construction projects;
- Ongoing development of the Municipality's asset management system;
- Review of CCTV Inspection Videos;
- Preparing meeting agendas and taking minutes;
- Inventory and archiving of existing record drawings; and,
- Other related duties as assigned.

The successful candidate will have:

- Education Level – 2nd /3rd year or graduate level of civil or environmental engineering program;
- Good organizational and interpersonal skills;
- The ability to work well in a team environment;
- A working knowledge of MS office (word, Excel, Power Point, Outlook, and Adobe) and the MS Teams platform;
- General knowledge of office equipment such as printers, photocopiers, and scanners.

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.

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

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.

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.