



Engineering Services Student

Tay Township - Employment Opportunity

Student, Contract Position (On-Site) **Winter 2024 (4- or 8-Month Work Term Option)**

Tay Township, located on the sunset shores of Georgian Bay, is seeking a driven individual to join *#TeamTay* for the winter term beginning in January 2024 as an Engineering Services Student. Tay Township proudly offers students a hands-on learning environment based on variety, development, and mentorship.

Reporting to the Manager of Engineering Services, working in collaboration with the Engineering Technologist, the Engineering Services Student is responsible for providing technical and administrative support to Engineering Services.

Qualifications

- Active enrollment in post-secondary education in Civil Engineering, Environmental, Geomatics, Geographic Information Systems (GIS), or another relevant discipline, at an accredited educational institution.
- Experience in the use of GIS, AutoCAD, and Microsoft Office Suite; superior computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment; established proficiency in Microsoft applications.
- Related cooperative education/work experience is considered an asset. Preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.

The pay rate for this full-time, student contract position is \$18.63 per hour with a 35-hour work week, Monday to Friday.

Join our team today and help transform the way local government connects with the community it serves.

Qualified and interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit a cover letter and resume via email by **4:00 p.m., Monday, October 16, 2023,** to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**ESS**' at the start of the email subject line
- Please indicate how you heard about this opportunity within your application.

We kindly thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used for candidate selection. Tay Township is an equal-opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Tay Township throughout the recruitment, selection and/or assessment process for applicants with disabilities.

Posted: 2023-10-02



TAY TOWNSHIP POSITION DESCRIPTION

Position Title: Engineering Services Student	
Department/Division: Operational Services/Engineering Services	Reports to (Directly): Manager of Engineering Services
Direct Reports: None	Indirect Reports: None
Pay Band: Student	Hours Per Week: 35
Creation Date: January 2017	Revision Date (s): September 2023; July 2023; October 2021; February 2021

POSITION SUMMARY:

Reporting to the Manager of Engineering Services, or their designate, working in collaboration with the Engineering Technologist, the Engineering Services Student is responsible for providing technical and administrative support to Engineering Services.

RESPONSIBILITIES:

1. Completes AutoCAD and ESRI Geographic Information System (GIS) tasks, as assigned.
2. Maintains Operational Services drawings and standards; updates water distribution and wastewater collection system maps.
3. Organizes asset management records, inventories, and documentation; scans documents for electronic storage.
4. Completes field reviews, inspections, and inventory gathering for various items.
5. Maintains a high degree of confidentiality and security of information in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Where information is developed prior to Public/Staff release, ensures the confidentiality of information produced for Council and other

sensitive information consumers.

6. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
7. Performs other related tasks and functions as assigned that are required or dictated by the Municipality's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS:

Education and Training

- ❑ OSSD (Ontario Secondary School Diploma) or equivalent.
- ❑ Active enrollment in post-secondary education in Civil Engineering, Environmental, Geomatics, Geographic Information Systems (GIS), or another relevant discipline, at an accredited educational institution.
- ❑ Class 'G2' or 'G' driver's license in good standing is considered an asset.

Experience

- ❑ Experience in the use of GIS, AutoCAD, and Microsoft Office Suite.
- ❑ Related cooperative education/work experience is considered an asset. Preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.

Knowledge

- ❑ Basic knowledge of municipal infrastructure and municipal practices related to utility aspects (roads, water, wastewater, drainage, traffic) is considered an asset.
- ❑ Knowledge of water, wastewater and stormwater treatment, mapping systems, and information is considered an asset.

Skills and Competencies

- ❑ Superior computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment; established proficiency in Microsoft applications.
- ❑ Attention to detail; mental and visual concentration and alertness to ensure the safety of others.
- ❑ Ability to work independently in a safe, effective and efficient manner.
- ❑ Written and verbal communication skills, and public relations and

technical skills.

- ❑ Superior acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ Flexible and able to deal with multiple priorities as assigned.
- ❑ Ability to resolve conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Normal workweek – generally 35 hours; subject to variable hours of work.
- ❑ Performance of duties normally takes place in an office environment. Environments also include out-of-office meetings and worksites/construction areas. May be subject to inclement weather and dust, dirt, heat and/or fumes during site inspections. Appropriate personal protective equipment (PPE) must be worn as required. May be required to supply and wear CSA-approved, full-height (20 cm) work boots.
- ❑ Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- ❑ Position involves attentive listening and both mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information; position involves corresponding with the public.
- ❑ Position requires confidentiality in some aspects of the work.