

CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE
POSITION DESCRIPTION

POSITION TITLE: Engineering Student

REPORTS TO: Director of Operations in general but to the Treasurer
for data entry

POSITION DESCRIPTION: To assist in the gathering and analysis of technical information concerning infrastructure and other assets, in measuring and mapping locations and other aspects of infrastructure and other assets, in administering projects including capital work, in verifying and inputting data into the asset management system.

RESPONSIBILITIES:

1. Continues working on a municipal asset inventory for all municipal infrastructure.
2. Continues with the collection of data using GPS and field investigation; performs fieldwork and research and establishes data collection objectives; interprets aerial photographs, satellite imagery, maps, and plans for data collection.
3. Generates and integrates maps, drawings and asset data using digital mapping techniques, computer assisted design and drafting (CAD) software, and traditional database software.
4. Establishes and maintains data standards and data management solutions; keeps current regarding concepts relating to GIS; coordinates systems and scale.
5. Assists the Director Operations in administering projects including capital work.
6. Assists the Treasurer with the maintaining and updating the asset management system .
6. Plans assigned projects and reports on progress.
7. Works in a safe manner in accordance with The Occupational Health & Safety Act and Regulations.
8. Performs other duties as required.

QUALIFICATIONS:

- Enrolled in an engineering education program
- Working knowledge of civil engineering technologies
- Excellent communication and report writing skills
- Demonstrated organizational and interpersonal skills
- Valid class “G” driver’s licence

Date: April 3, 2023

- Working knowledge of Microsoft Word, Excel
- Proficient in database creation and maintenance, methods and techniques for describing and analyzing data
- Proficient in reading and interpreting maps and drawings
- Familiar with GPS technology and software
- Ability to work independently and with minimal supervision

Date: April 3, 2023