



## Civil Engineering Technology Co-Op Placement

**Position Type:** Co-Op Placement, Temporary, Full-time, 35 hours per week (Monday to Friday, 8:30 am to 4:30 pm)

**Location:** Port Elgin, Ontario

**Anticipated Start/End Date:** May 1, 2023 to September 1, 2023

### Who We Are:

The Town of Saugeen Shores (“the Town”) is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

The Town of Saugeen Shores strives to provide an ideal environment for individuals willing to learn and advance their knowledge in civil engineering. Our services include design from conceptual to detail, construction inspection services, and municipal reconstruction of underground services and roads. We believe in providing broad experiences and challenging opportunities to allow creative problem solvers the ability to demonstrate their capabilities.

### About the Role:

We are searching for a highly organized and engaged individual to join our team this summer. As the **Civil Engineering Technology Student**, reporting to the Development Engineering Supervisor, you will obtain experience in drafting, design work, and construction inspection. In addition to your college training, you will receive additional technical training with the design team that will assist in the advancement of your professional growth.

### Responsibilities:

- Drafting with Civil 3D
- Design calculations with Excel spreadsheets
- Sidewalk inspections
- Catchbasin inspections
- Assist in construction inspections
- Assist with topographic surveys
- Assist with lot grading and drainage plan reviews
- Assist with filing of engineering documents

### Education/Specialized Training/Skills:

- Must be enrolled in a Civil Engineering Technology diploma program with good standing
- Proficiency in Microsoft software products
- MTO Class G driver’s license in good standing



### **Skills and competencies you bring to the role:**

- **Relationship Building:** You maintain and foster healthy relationships and support others to reach acceptable solutions.
- **Attention to Detail:** You have strong attention to detail by exhibiting thoroughness and accuracy in accomplishing a task. You are highly organized and have the ability to process detailed information effectively and consistently.
- **Analytical:** You have the ability to collect and analyze information and apply logic and rationale when solving problems and making decisions.
- **Communication:** You have excellent written and verbal communication.
- **Interpersonal Skills:** You exhibit strong interpersonal skills that allow one to work effectively with diverse stakeholders.
- **Teamwork:** You are able to work with others toward a shared goal. You encourage and support your colleagues by offering for help and asking for help when needed.
- **Resourcefulness:** You demonstrate a personal orientation toward action. You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.

**Salary:** \$19.00 to \$20.00 per hour (depending on qualifications and experience)

### **Application Process:**

Qualified applicants are invited to apply online at the Town of Saugeen Shores Careers section of our website at [www.saugeenshores.ca](http://www.saugeenshores.ca) by the application deadline. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply now](#)

**Application deadline:** January 23, 2023 at 4:30 pm

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.