

# TOWN OF NIVERVILLE

<i>Section</i> Personnel	<i>Classification</i> Policy
<i>Subject</i> Engineering Intern Job Description	<i>Pages</i> 2
<i>Authority</i> Chief Administrative Officer	<i>Effective Date</i> January 1, 2024
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<b>POSITION TITLE:</b>	<b>ENGINEERING INTERN</b>
<b>REPORTS TO:</b>	<b>MANAGER OF ENGINEERING</b>

## *POSITION SUMMARY*

This paid intern position provides a wide array of hands-on field experience as well as experience in the office. There will be opportunity to work side by side with the Manager of Engineering as well as on self guided independent work. Working for a municipality is unique in that it provides a wide range of practical experience with exposure to many different facets of municipal engineering. Applicant should be enrolled in a Civil Engineering or Civil Technology program.

## *DUTIES*

- GPS and/or total station surveying of existing infrastructure
- Updating and improving the Town GIS system
- Construction layout and quality control for municipal projects
- Preliminary and/or detailed designs and cost estimations for future capital projects
- Supporting other Town departments with internal designs and drawings
- Reviewing developer design drawings
- Designing and drafting standard details for construction works
- Assist with development of asset management system
- Involvement with Town Safety Committee and/or improving safety program

## *PRIMARY QUALITIES*

- Willing to work in a fast-paced evolving atmosphere
- Direct and truthful individual with positive professional attitude
- Accountable for personal performance

- Flexibility on hours of work to be able to meet demand
- Strong English communication skills, both verbal and written

### **TECHNICAL COMPETENCIES**

The following skills and experience will be considered an asset however, all civil engineering students are encouraged to apply as on-the-job training can be provided for the successful applicant regardless of their current skill set.

- Surveying (GPS & Total Station)
- AutoCAD (AutoCAD Civil 3D preferred) & GIS Software
- EPANET / EPASWMM
- On-site construction related experience

### ***GENERAL:***

Employee is expected to work 40 hours per week for a 4-month term.

### ***PLACE OF WORK***

Work location: Administration Office, 329 Bronstone Drive

To apply, please send a cover letter and resume by email to [humanresources@whereyoubelong.ca](mailto:humanresources@whereyoubelong.ca), or through the website [www.whereyoubelong.ca/living-here/employment](http://www.whereyoubelong.ca/living-here/employment).