

TOWN OF COMOX
CLASS SPECIFICATION

<p>CLASS TITLE: ENGINEERING SUMMER STUDENT</p>
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NATURE AND SCOPE OF WORK

Under the direction and supervision of the Engineering Manager, the Engineering Summer Student will help carry out a variety of tasks that support the Engineering Department. Performed in a team environment, the work requires a willingness to learn and the ability to perform all tasks in a safe manner. Work will be varied and may involve inspection of construction projects to ensure that engineering specifications are followed, digital filing of engineering related documentation, review of engineering construction drawings, review of permits submitted to the Engineering Department, and other tasks within the Engineering Department as directed by the Engineering Manager.

TYPICAL DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities include assisting with:

- Construction inspection;
- Review of engineering drawings;
- Digital filing;
- Construction site inspection;
- Review of permits;
- Attendance at construction meetings; and,
- Performing other duties relating to their position as may be required from time to time.

REQUIRED KNOWLEDGE AND SKILLS

- Enrolled in an accredited post-secondary institution for the fall term (must provide proof of registration as a full-time student);
- Enrolled in Civil Engineering or Civil Engineering Technology program at Canadian post-secondary institution;
- Preference will be given to those who have completed at least second year of the engineering program;
- Ability to follow written and verbal instructions and deal with other staff and the public in a positive and courteous manner;
- Excellent organizational and interpersonal skills;
- Physically fit and able to perform all duties in an indoor and outdoor environment;
- Valid Class 5 BC Driver's Licence; and,
- Current clean criminal record check.