



ENGINEERING SUMMER STUDENT (5 Month Contract)

NATURE OF WORK: The incumbent will be exposed to the general operations and activities of a municipal public works department. Assigned projects may involve data collection, data analysis, preparing documents of written standard procedures and/or general operational plans, information research, and general assistance to Management and Supervisory staff. Expected to include solo activity upon given direction with general oversight and availability of supervisors for questions or feedback.

This job posting reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of the Public Works Department (or designate).
- Works closely with the employees in the Public Works Department.
- Develops and maintains working relationships with Department Heads and all City employees.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Assistance to Public Works management team.
- Small project undertakings to produce deliverable reports or data sets.
- Exposure and team work on some technical aspects of operations.
- Collects relevant data to document department operations and activities.
- Undertakes data analysis to determine trends of past activities or approaches for future work.
- Research best practices and other industry research, as required.
- Presents information to City management and supports presentations to other groups, as required.
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED COMPETENCIES:

- Excellent analytical and organizational skills, the ability to work as part of a team and independently.

- Strong oral and written communication skills.
- Proficient knowledge of Microsoft Office programs.
- Sound judgment and excellent decision making skills.

REQUIRED QUALIFICATIONS:

- One (1) year of engineering education program.
- Relevant experience would be considered an asset.

Please note that this position is from May 2021 to September 2021.

How to Apply:

Please submit a cover letter, detailed resume and references by e-mail. Your application must be clearly marked “**Application for Engineering Summer Student**” and **submitted by 12:00 PM, February 2, 2021** to HR@charlottetown.ca. Only those applicants selected for an interview will be contacted.

The City of Charlottetown is an equal opportunity employer and is proud to be an inclusive workplace. Please contact us at hr@charlottetown.ca or 902-629-4127 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.