



ENGINEERING SUMMER STUDENT

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 & Urban Beautification Department (or designate)
- May work in consultation with other City departments and staff.

PRIMARY FUNCTIONS AND ACCOUNTABILITES:

- 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:

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

How to Apply: We welcome a letter of application with detailed resume by e-mail at HR@charlottetown.ca
The deadline for submission is February 12, 2018 at noon

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 902-629-4123 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.