

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 Public Works (or designate).
- Works closely with all members of the Public Works Department.
- As a committed member of the City of Charlottetown team, the Engineering Student will act as a positive role model for all employees throughout the organization.
- Develops and maintains relationships with service providers, external agencies, consultants, associated professional groups, and all other City Staff.
- Deals with the public with integrity and in a professional manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Provides assistance to the Public Works management team.
- Undertakes small project to produce deliverable reports or data sets.
- Exposure and teamwork on 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.
- Researches 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:

- Advanced verbal, and written communication skills and ability to engage others.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong working relationships with management, staff, and the public.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively.
- Strategic and creative thinker with the ability to work within defined detailed processes.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Ability to work overtime on occasion, to accommodate evening meetings and events.

REQUIRED QUALIFICATIONS:

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

****Please note that this position is from May 2024 to September 2024.**

Salary: \$21.00 - \$25.00 per hour

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca Your application must be clearly marked “**Application for Parks Maintenance Worker**” and submitted by **March 29, 2024, at 4:00 PM.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4110.