

Summer Student (Civil Engineering Assistant)

DEPT. OF ENGINEERING & PUBLIC WORKS

CLOSING DATE: 7 March 2025 at 4:30pm

YOUR OPPORTUNITY

To provide assistance to the daily operations of the Engineering Services division positioned within the Town's of Oromocto's Department of Engineering & Public Works.

These positions are ideally suited for, but not limited to, students studying Civil Engineering, Civil Engineering Technology, Geodesy and Geomatics, and Geographic Information Systems.

DUTIES & RESPONSIBILITIES

- Work with civil/municipal engineering CAD design files and site plans
- GIS data collection and historical data entry
- Basic roadway surveying, and grading
- Perform GPS survey pick-up and layouts
- Handle public inquiries regarding Town development
- Other related civil engineering and GIS duties may be assigned

SKILLS & QUALIFICATION REQUIREMENTS

- Excellent interpersonal and communication skills
- Ability to perform general labour tasks
- AutoCAD drafting experience considered an asset
- GPS land surveying experience considered an asset
- GIS mapping experience considered an asset
- MS Office proficiency considered an asset

Safety orientation and any other specialized training related to the position, including software that will be used, will be provided.

ELIGIBILITY REQUIREMENTS

- Possession of a current Class 5 driver's license
- Must be full-time students, either entering or currently enrolled in post-secondary institutions for Fall 2025. Please include either confirmation of enrollment or proof of enrollment.

HOURS OF WORK

The hours of work are Monday - Friday from 7:00 a.m. - 3:30 p.m.: 40 hours per week.

Anticipated Work Term: May - August (16 weeks)

WORKING CONDITIONS

Work often performed in an outdoor environment. Includes use of power tools and operation of small equipment.

APPLYING FOR THIS POSITION

Positions are subject to funding approval and any Town hiring policies.

Applicants are to forward a completed Summer Student Employment Application Form and resume to:

Town of Oromocto
Subject: Summer Student Application 2025
Attention: Human Resources
HR@oromocto.ca

Applications can also be received at the Town of Oromocto Municipal Offices
4 Doyle Drive
Oromocto, NB E2V 2V3

Applications must be received no later than the closing date of
7 March 2025 at 4:30pm

Thank you for your interest. Only candidates selected for interview will be contacted.

Competition may remain open until all positions are filled.