

# POSITION VACANCY

<b>Call Number:</b>	<b>2023-21</b>
<b>Position:</b>	<b>Design Technologist/CAD Student</b>
<b>Type of Vacancy:</b>	Student – CUPE 8 Month Placement May to December 2023
<b>Work Schedule:</b>	35 hour work week Monday to Friday (8:30 am to 4:30 pm)
<b>Hourly Rate:</b>	\$19.00 per hour
<b>Posting Date:</b>	January 30, 2023
<b>Closing Date:</b>	<b>February 24, 2023 at 4:00 p.m.</b>

The City of Niagara Falls Municipal Works Department requires a Design Technologist/CAD Student to assist the Design Technologists and Project Managers with information requests and CAD design for a variety of municipal engineering projects.

## Responsibilities:

- Assist with the production of engineering construction drawings using CAD, in accordance with the City of Niagara Falls standards.
- Assist with the preparation of quantity take-off calculations for a variety of projects.
- Stakeholder notification delivery, record keeping (printing, scanning, filing, etc)
- Construction site visits, site meetings or inspection relating to the preparation of engineering construction drawings.
- Assist the Project Manager or Design Technologist with tasks related to the preparation or delivery of municipal engineering projects.
- Complete information requests for external stakeholders or municipal staff in various departments.

## Requirements:

- Enrolled in full-time post-secondary studies for the semester preceding the upcoming summer in a Civil Engineering related program.
- Introductory experience in the use of AUTOCAD, CADD and Civil 3D will be considered an asset.
- Must possess a valid class ‘G’ drivers’ licence.
- Highly organized, detail-oriented with strong communication skills.
- Ability to follow simple written and oral instructions and work with minimal supervision as well as part of a team.

## To Apply:

Submit your cover letter and resume at [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs)

Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, February 24, 2023.**

*The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.*

*We thank all applicants for their interest, but only those advancing through the selection process will be contacted by email.*