



# POSITION VACANCY

<b>Call Number:</b>	<b>2023-24</b>
<b>Position:</b>	<b>Municipal Works Inspection Student</b>
<b>Type of Vacancy:</b>	Summer Student – CUPE May to August 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 requires Municipal Works Inspection Students to support the Engineering group. Working under the direction of the construction services supervisor, permanent inspectors and project managers, this position will undertake various tasks.

## Responsibilities:

- Ensure work performed meets required specifications for road building construction.
- Maintains an individual project diary of work performed along with daily and weekly work forms, reports.
- Assists with preparing change orders and monthly payment certificates.
- Attend site meetings when required.
- Acts as a liaison with the public to investigate, resolve and report on complaints or inquires pertaining to construction projects.
- Assisting the Survey Party Chief with activities related to survey requests.

## Requirements:

- Enrolled in full-time post-secondary studies for the semester preceding the upcoming summer in a Construction/Civil Engineering related program.
- Must possess a valid class 'G' drivers' licence.
- Post-secondary education in a related field will be considered an asset.
- 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.
- Strong Word and Excel skills.

## 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.*