



# POSITION VACANCY

*Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!*

<b>Call Number:</b>	<b>2025-12</b>
Position:	<b>Municipal Works Engineering Student</b>
Type of Vacancy:	Student – Non Union <b>4 Month Placement</b> May to September 2025
Work Schedule:	35-hour work week Monday to Friday (8:30 am to 4:30 pm)
Hourly Rate:	\$19.89 per hour
Posting Date:	February 12, 2025
<b>Closing Date:</b>	<b>February 28, 2025 at 4:00 p.m.</b>

The City of Niagara Falls Municipal Works Department requires an Engineering Student to assist the Design Technologists, Survey Party Chief and Project Managers with information requests, topographic surveys 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.
- Assist with the preparation and delivery of topographic surveys, as-built field measurement and construction layout for municipal engineering projects.
- Pre-engineering and pre-construction municipal asset inspection and data collection.
- Assist the Survey Party Chief with general survey requests (property line location, municipal asset location and inventory, etc.)
- Ensure work performed meets required specifications for road building construction.
- Maintain an individual project diary of work performed along with daily and weekly work forms, reports.
- Assist with preparing change orders and monthly payment certifications.
- Attend site meetings when required.
- Act as a liaison with the public to investigate, resolve and report on complaints or inquires pertaining to construction projects.

**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.
- Introductory experience, training or course in surveying 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 **February 28, 2025**.

*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.*