

TOWN OF VIEW ROYAL

JOB DESCRIPTION

ENGINEERING INTERN

Duties and Responsibilities:

Reporting to the Director of Engineering, under the close supervision of the Deputy Director of Engineering, the Engineering Intern:

1. Collects field data inventory such as roads, culverts, signs, streetlights and park equipment using GPS;
2. Monitors and completes condition assessments for maintenance of Town infrastructure;
3. Conducts field data collection for pedestrian, cyclist and traffic flows;
4. Works with the Engineering Technologist to integrate GPS information into the existing GIS platform;
5. Scans and files Engineering drawings and documents;
6. Assists with field or office projects and Engineering investigations as required;
7. Performs other related duties as assigned.

Knowledge, Skills and Abilities:

1. Work independently and as part of a team;
2. Experience with ArcGIS;
3. Mapping grade GPS would be beneficial;
4. Physically fit to perform field duties;
5. Ability to work outside in all weather conditions.

Required Qualifications:

1. Currently enrolled in a Civil Engineering program at a university or technical institution;
2. A valid Class 5 B.C. Driver's License.

This Job Description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the Job Description and that other duties, as assigned, might be part of the job.