



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20210401_ENGA
POSITION TITLE:	ENGINEERING ASSISTANT
DEPARTMENT:	ENGINEERING
POSITION TYPE:	FULL TIME TEMPORARY AUXILIARY
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade #9 \$34.08/hr (2021 rate)
HOURS OF WORK:	35 hours per week, Monday – Friday between the hours of 8am – 5pm
BENEFITS:	Benefits per the terms of the Collective Agreement for Auxiliary Employees

Do you thrive in a fast-paced environment where you are able to work on a variety of projects that help guide the City's delivery of Engineering Service?

The City of Colwood is home to more than 17,000 residents and is located 25 minutes from downtown Victoria. As a rapidly growing seaside community with a recently adopted Official Community Plan (2018) the City's Engineering department is responsible for the City's infrastructure, and works closely with all City departments, engineers, and developers to deliver timely and high-level service in a dynamic and progressive environment. Staff is responsible for construction planning and inspections for all ranges of services including GIS services, utility coordination, and working to ensure service to our residential, business and development community.

The City of Colwood has an opportunity for an **Engineering Assistant** to provide temporary administrative support to the Engineering Department for approximately 6 months with a possibility of extension. This is a temporary Auxiliary UNION position with CUPE, local 374.

NATURE AND SCOPE OF WORK

The primary responsibility of the position is to provide administrative support to the Engineering Department. This position reports to the Director of Engineering and Development Services and will, at times, be providing administrative support to the Development Services department or other departments as assigned by the Director. This position has considerable contact with the public and requires a high level of interpersonal skills, judgement, tact, and accuracy in dissemination of information while independently managing competing tasks. The incumbent must work in a collaborative and supportive way with other support staff and will take and follow direction from the Director. This helps ensure consistent standards of administrative work across this multi-faceted department (Engineering specific with cross-over to Development Services) and the provision of clerical and administrative assistance, to each other and to other departments as assigned in a coordinated way. ***A complete job description is attached to this posting.***

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of Grade 12 or recognized equivalent.
- Minimum of 3-5 years' experience in municipal government, the field of Engineering, or a combination
- Training and / or experience in the use of recognized office computer software
- Training and / or experience in the use of Land Development Software

Using the subject line **POSTING ID# COC20210401_ENGA**, please submit your resume and cover letter, in confidence, to **Human Resources** at careers@colwood.ca.

Applications will be accepted until 4:30pm on April 15, 2021.