



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC2020925
POSITION TITLE:	ENGINEERING ASSISTANT
DEPARTMENT:	ENGINEERING
POSITION TYPE:	FULL TIME TEMPORARY, AUXILIARY UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade #9 \$33.41/hr (2020 rate)
HOURS OF WORK:	35 hours per week, Monday – Friday between the hours of 8am – 5pm
BENEFITS:	14% in lieu of benefits for external Auxiliary applicants

The City of Colwood has an opportunity for an **Engineering Assistant** to provide temporary administrative support to the Engineering Department.

This position reports to the Director of Engineering and Development Services.

This is a temporary UNION position with CUPE, local 374 for approximately 3 months with a possibility of extension.

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, and or a combination of the two
- Training and / or experience in the use of recognized office computer software
- Training and / or experience in the use of Land Development Software

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20200925**, please submit your resume and cover letter, in confidence, to **Brent Molnar, Director of Engineering & Development Services** at careers@colwood.ca.

Applications will be accepted until 4:30pm on Wednesday, October 7, 2020.