

## **Seasonal Engineering Assistant**

The City of Winkler is now accepting applications for an engineering assistant in the Planning and Engineering Department. This position will be on a full-time basis, with an anticipated start date of May 2, 2010 and an anticipated end date of August 27, 2010 .

### **BASIC FUNCTIONS**

- To provide technical assistance for surveying and AutoCAD/GIS for capital projects, replacement, and maintenance programs particularly relating to the Planning and Engineering Department.

### **DUTIES AND RESPONSIBILITIES**

- Assist with field surveys & data collection on various City projects.
- Produce AutoCad drawings for City Planning and Engineering Department
- Assist with maintenance of engineering plans and records.
- Perform other related duties as requested and assist with the general operation of the Planning and Engineering office.

### **QUALIFICATIONS**

- Preference will be given to those enrolled full-time in a secondary or post secondary institution during the academic year in which he/she is applying for summer employment and who will be returning to school full-time at the end of the period of employment.
- Proficient with computers and software, including Windows Operating Systems and AutoCad
- Physically capable of performing the duties required
- Must possess and maintain a valid Class 5 Manitoba Provincial driver's license.
- Ability to communicate effectively and maintain good relations with staff and the general public.
- Ability to plan, organize, and perform duties with minimal supervision.
- Other related skills:
  - Problem solving/decision making
  - Initiative and innovation

Submit resumes, including references to [employment@cityofwinkler.ca](mailto:employment@cityofwinkler.ca) no later than March 1, 2010. The City of Winkler wishes to thank all prospective applicants, however only those candidates selected for consideration will be contacted.