



## JOB DESCRIPTION

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JOB TITLE: Student Intern - Engineering, Planning, Science, GIS and Business

Date: February  
2009

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### GENERAL ACCOUNTABILITY:

- The Student Intern reports to an assigned Deputy Director or Director based on the assigned work.

### NATURE AND SCOPE OF WORK:

- Assist in developing and maintaining a municipal assets inventory including conducting site verification using GIS technology;
- Assist departmental staff as requested
- Assist in reviewing permit applications as requested;
- Conduct field work;
- Conduct research;
- Collect and analyze data for municipal assets including roads, stormwater, wastewater and parks
- Organize and maintain mapping;
- Other related duties as assigned.

### TRAINING AND EXPERIENCE:

- Valid BC Driver's licence.
- Enrollment in an area of study related to Engineering, Planning, Science, Geographic Studies or Business with the intent to return to full time studies after the work term.

### KNOWLEDGE AND SKILLS AND ABILITIES:

Knowledge of, or skills in:

- The Local Government Act and Community Charter, related statutes, laws, regulations.
- Basic knowledge of principles and practices in chosen area of study;
- Basic knowledge of terminology, methods, techniques, practices, materials and equipment used in area of study;
- Good interpersonal, written and oral communication skills;
- Microsoft Office Suite applications including Word and Excel
- Familiar with GIS software is desirable.

Ability to:

- Meet and deal tactfully, efficiently, and effectively with government, municipal, business, other officials, and the general public.
- Work varied hours as necessary to meet the requirements of the position.

This is a CUPE Local 374 position