



THE CORPORATION OF THE TOWNSHIP OF ADJALA – TOSORONTIO

7855 Sideroad 30 * Alliston, Ontario * L9R 1V1
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JOB DESCRIPTION

JOB TITLE: Technical Assistant (Co-op Student Position)

DEPARTMENT: Community Development Services

REPORTS TO: Coordinator of Capital Planning and Asset Management

PLEASE NOTE: THE APPLICANT MUST BE A POST-SECONDARY STUDENT RETURNING TO FULL-TIME STUDIES IN THE FALL.

POSITION SUMMARY

The Technical Assistant (Co-op Student Position) will support the development of the Asset Management Plan, and provide assistance with respect to capital projects, plans, and programs as required. The Technical Assistant will support the long-term planning of the Township's infrastructure renewals through primary data collection, asset condition assessments, and database management.

KEY ROLES AND RESPONSIBILITIES

- Primary data collection in the field, including asset condition assessments
- Developing, tracking, and updating asset databases in the office
- Assisting with inspections of ongoing construction activities as required
- Other duties as assigned

SKILLS AND QUALIFICATIONS

- Currently enrolled in a post-secondary program related to engineering (civil/environmental/water resources), GIS, and/or management
- Familiarity with municipal infrastructure, including construction techniques, material specifications and asset management practices
- Ability to apply mathematics to analyze and solve problems
- Ability to report technical information in a clear and concise manner
- Possess a keen attention to detail
- Proficiency with Microsoft Office Suite
- Ability to work independently outdoors under remote supervision
- Ability to collaborate and contribute in a team-based setting

- Possess valid Ontario Class G driver's license and have access to a reliable vehicle suitable for corporate use, as required (note: corporate use will be reimbursed per Canada Revenue Agency guidelines)
- Successful applicant is responsible for providing their own CSA-approved footwear – all other personal protective equipment will be supplied by Township

PHYSICAL DEMANDS & WORKING CONDITIONS

- This role will predominantly involve outdoor work, and as such, may involve work in inclement weather, and require traversing uneven and/or muddy terrain.
- Based out of the Township's Municipal Offices, the typical working hours for this position are Monday to Friday, 8:30 am to 4:30 pm (35 hours/week).
- The contract period is 16 weeks, with an anticipated start date of May 4, 2020.

This job posting closes on March 31, 2020. Please forward a resumé outlining your qualifications by e-mail to hr@adjitos.ca, quoting "Technical Assistant" in the subject line.

We thank all of those who apply, but only those selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.