

Woolwich Township Job Posting



Date: February 21, 2025
Position: Engineering Co-op Student
Wage Rate/Grade: \$19.00 to \$22.00 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Infrastructure Services is seeking one (1) Engineering Co-op Student from May until August 2025.

Purpose of the Position and Profile:

This position ensures Township infrastructure engineering records, maps, documents, and drawings are regularly updated and maintained to reflect all additions, changes, and as-built conditions. Performs engineering duties along with construction inspections on public infrastructure services and works associated with development and capital projects. Ensures adherence to common engineering standards and construction drawings as approved by the Township and their consultants.

Responsibilities:

- Performs inspections for various engineering construction projects including roads, sidewalks, watermains, sanitary and storm sewers for new development including Township maintenance contracts and maintains daily construction log
- Updates engineering inventory management systems using AutoCAD and ESRI software, and assists other staff as required
- Gather, verify, and updates Township infrastructure records for roads, sidewalks, water systems, sanitary and storm sewer systems, and accident reports
- Assists with review, and inspections of entrance permits and road work permit applications
- Completes sidewalk inspections to comply with minimum maintenance standards
- Reviews and inspects engineering permit applications for work within Township Road allowances
- Other duties as assigned

Qualifications, Knowledge, Skills, and Work Requirements:

- Currently enrolled in a post-secondary Civil Engineering program with a recognized College or University
- Previous experience in municipal service an asset
- Excellent computer skills including MS Windows, AutoCAD Maps, and ESRI
- A strong aptitude for figures and attention to detail
- Excellent verbal, written, and listening communication skills
- Analytical, problem solving and decision-making skills
- Courtesy and diplomacy in dealing with the public, external agencies, and interdepartmental staff
- Ability to work independently
- Ability to conduct fieldwork, site, and constructions inspections
- Valid Class G Driver's License, licensed to drive in Ontario, and use of a reliable vehicle
- Safety work boots required

Working Conditions:

- 35 hours per week
- Combination of an office environment at a computer workstation, and frequent site inspections and exposure to outside weather conditions in all seasons
- Must be physically fit and able to stand for long periods at a time
- Potential for exposure to typical construction hazards

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Friday, March 7, 2025. Please quote job posting 2025-12.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.