



DISTRICT OF HUDSON'S HOPE
TEMPORARY EMPLOYMENT OPPORTUNITY – Public Works (Asset Management)

One (1) Position Available. The District of Hudson's Hope is accepting applications from post-secondary students or post-secondary graduates for a temporary employment for Asset Management Data collection. This position is available for approximately 16 weeks (May to August 2019).

DUTIES AND RESPONSIBILITIES

- Collect field data for municipal infrastructure such as water mains, valves, hydrants, sewer mains, manholes, inspection chambers, storm water pipes, manholes, catch basins, road, sidewalk, curb and gutters etc by using GPS Equipment.
- The information may include collection of size, location, depth, height etc. of the mentioned infrastructures.
- Review as-built drawings, maps etc both hard copies and electronic copies.
- Prepare/ update the information in the Excel spread sheet and/or software.

Skills:

- Use Trimble GPS or any other similar types of GPS equipment at the field.
- Use measurement equipment for field data collection.
- Can read and interpret engineering drawings for roads and utilities.
- Basic operations skills of AutoCAD is desired to review AutoCAD drawings.
- Operational skills in using Excel is required.

Education:

- Post-secondary student or graduate in science, engineering, architecture, technology or any other education related to the position.
- Maintains courteous and positive public relations with customers including residents and District staff by delivering quality customer service.
- Performs related duties as assigned.

Administrative Duties:

- Ensure that job duties are completed in conformance with municipal procedures.

Require Qualifications, Knowledge & Abilities:

- Knowledge of the methods, practices, materials, tools and equipment used in asset management.
- Excellent interpersonal and communications skills and ability to deal with people in a professional manner.
- Good organizational skills.
- Physically able to satisfy the requirements of this position.

Desired Skill & Experience

- Skills and experience in similar types of work.
- Understanding of Occupational Health and Safety Regulations as established by the Workers' Compensation Board of BC.

NOTE

The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.

8:00 a.m. to 4:00 p.m. weekdays and weekends, or as may be assigned.

Rate of Pay: \$25.69 per hour
as of January 1, 2019 rates, BCGEU Collective Agreement

Applications with a detailed resume may be mailed, emailed, faxed or dropped off at the District Office, 9904 Dudley Drive, and will be accepted until Friday April 5, 2019 at 4:30 p.m. If any clarification is required, please contact the undersigned.

Mokles Rahman, Director of Public Works
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