



ENGINEERING ASSISTANT

Permanent Full Time

Join our Team!

Nestled on the eastern shores of spectacular Vancouver Island the Town of Ladysmith has a population of approximately 9,000 people, provides an inviting small town atmosphere and yet, is only a short commute to all the amenities of a major urban centre. Residents enjoy excellent community and recreational facilities and year round opportunities for outdoor enthusiasts.

Posting Date

November 1, 2022

Application Deadline

November 24, 2022

Application Information

Visit ladysmith.ca/careers to view the job description for a full list of qualifications and to find out the status of this posting and other employment opportunities with the Town of Ladysmith.

Are you interested in joining our team? If your background mirrors our requirements, we'd love to hear from you. Please submit a cover letter and resume in confidence to hr@ladysmith.ca referencing competition #2022-30

Position Overview

Reporting to the Senior Engineering Technologist, the Engineering Assistant contributes to the effective operation of Engineering Services by assisting the Engineering Staff in technical and administrative work related to the completion of a variety of Engineering Services activities and projects. This position supports the Development Services Department and Public Works Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

Qualifications

- Diploma in Civil Engineering Technology or related field required or an equivalent combination of training and experience will be considered.
- Minimum 2 years related experience required.
- Proficient in Geographic Information Systems (GIS).
- Proficient in Auto-CAD and MS Office.
- Possession of a valid B.C. driver's licence (Class 5); a satisfactory current driver's profile will be required.
- Eligibility for registration with the ASTTBC is an asset.
- Knowledge of engineering, survey, subdivision and drafting terminology, principles, practices and techniques an asset.
- Knowledge of design criteria and specifications and applicable conditions of contract and tendering policies an asset.
- Knowledge of Municipal Bylaws, Departmental Policies and Procedures an asset.
- Experience in GIC, Civil 3D, and other engineering software considered an asset.

Additional Information

- Employee's currently receive Wellness Initiatives, including use of facilities at Frank Jameson Community Center.
- Benefits including Extended Health, Dental, Group Life and AD&D.
- Municipal Pension Plan with employer and employee contributions.
- Paid sick leave.
- Hours of work: Monday - Friday - 40 hours/week