



**Position: Civil Engineering (Technology) Student/Intern/Co-op
Job Competition #: 2010ES001**

Competition Extended to February 26, 2010

Reports to: Director of Public Works and Planning

Introduction

Hay River is a town of 3,650 people, located on the South shore of the Great Slave Lake in the Northwest Territories. 820 air km North of Edmonton and 200 air km South of Yellowknife, the Town of Hay River is the Hub of Northern Canada (The North). The Town is in an ideal location for those who appreciate a lifestyle that captures the spirit and zest for life in a dynamic and growing community. The commute in Hay River is measured in minutes, not hours, leaving more time for participation in recreational activities, including; golf, softball, swimming, camping, fishing, water sports in the rivers, lakes and beaches, gardening, arts & cultural venues. Affordable housing, quality education, excellent health & social services make Hay River an ideal location to accelerate your career. The Town of Hay River offers a competitive compensation package, and a rewarding and privileged lifestyle that instills a sense of adventure.

Basic Function/Major Responsibilities:

During a 4 to 6 month term beginning May 3, 2010, the successful candidate will support the Director of Public Works and Planning in managing and administering municipal infrastructure projects as well as on-going initiatives.

Duties May Include:

- Field Inspection
- GPS Surveying: Topographical and Layout
- Leveling
- Scheduling of Materials Testing
- Quantity Take-offs and Verification
- Records Management
- Drafting and Modeling using AutoCAD Civil3D 2010
- Other duties as assigned
- Irregular hours of work

These activities will take place under the direct supervision of the Director of Public Works.

Education:

The candidate must have completed at least one year in a Civil Engineering program from a recognized technical institute or university. The candidate must be enrolled in a post-secondary program for the fall of 2010.

**Requirements:**

- Personable with excellent communication skills
- Strong organization and record keeping skills
- Class 5 Drivers License

Desirable Skills and Experience

- On-site experience as a construction inspector
- Experience with contract documents and specifications
- Totalstation or GPS surveying experience
- Microsoft Office (Word, and Excel)
- AutoCAD/Civil 3D/ArcGIS

Compensation:

\$25.00 to \$28.50 per hour, plus vacation and statutory benefits as required under the NWT employment standards act.

The successful candidate will be required to live in Hay River and may be eligible for coverage of relocation expenses.

Deadline for applications has been extended to 5PM MST February 26, 2010. Qualified applicants should apply by sending a cover letter, resume, recent driving abstract, and transcripts to:

Michael Richardson
Director of Public Works and Planning
Town of Hay River

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