



Rural Municipality of ST. ANDREWS

Box 130, 500 Railway Avenue
Clandeboyne, Manitoba R0C 0P0
Phone: 204-738-2264 Ext. 137
1-866-738-2264 (toll free)
Fax: 204-738-2500
E-mail: office@rmofstandrews.com
Website: www.rmofstandrews.com

COMMUNITIES WORKING TOGETHER

Job Title: ENGINEERING AIDE 1 – Summer Term
Department: Public Works
Reports To: Manager of Public Works and Engineering Aide 3
Jobs Reporting: n/a
Salary Grade: Level 1 - \$25.14 / hr.
Effective Date: March, 2024
Supervisor Signature:

JOB DESCRIPTION

Primary Purpose

The Engineering Aide 1 will be under the direction and supervision of the Manager of Public Works and Engineering Aide 3. The incumbent will perform office and field work throughout the summer term, with a focus on topographic survey data collection. Other tasks will include:

- Create plans and profiles in Civil 3D using collected survey data
- Perform inspections of private approaches, lot grades, road maintenance repairs, drainage maintenance repairs
- Collect condition data and survey data of various infrastructure assets
- Set, check and maintain various benchmarks and control points
- Technical support duties for the RM and related work as required

Incumbent will get exposure and experience in various technical municipal operations and projects, Leica survey grade GPS hardware and software, preconstruction and design work, GIS mapping, AutoCAD Civil 3D, office software, asset management, and other civil engineering technology related work.

Other related responsibilities as assigned by the Manager of Public Works

Qualifications and Experience:

- Grade Twelve (12) Education or the equivalent
- Currently enrolled in a Civil Engineering Technology course/program
- Valid Class 5 License
- Ability to work independently and in a team environment
- Ability to work outdoors in diverse weather conditions
- Ability to communicate proficiently in English and understand both spoken and written instructions

Preferred additional:

- Has studied geomatics
- 1 years experience operating Survey equipment (GPS/Total Station) and collecting topographic survey data

- 1 years experience using AutoCAD Civil 3D (survey data processing, creating 3d surfaces, alignments, and profiles)

Working Conditions

This is a Union position within the I.U.O.E Collective Agreement.

This position will work a 40-hour week. In the case of construction projects or an emergency the incumbent may be required to work overtime.

This position will require moderate to high physical efforts and ability including working in all weather conditions and in challenging terrains.

The position can involve a moderate level of stress due to the commitment necessary to perform at an acceptable level, collect accurate data and maintain accurate records.

*All employees of the Rural Municipality are expected to follow provincial and municipal health and safety policy, procedures, and work practices at all times.

I have read the foregoing and understand it is a description of the duties assigned to my position.

Employee's Signature:

Date: _____

I confirm that this is an accurate description of the responsibilities required of the position and that it forms the basis for the position classification level and the performance appraisal of the incumbent. The incumbent has received a copy of this position description.

Manager's Signature:

Date: _____