

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

ROADS & TRAFFIC DIVISION – LOCATION – 77 JAMES ST. N. SUITE 400

ROADS TECHNICAL OPERATIONS – CO OP STUDENTS (4 month term) - CUPE 5167

### SUMMARY OF DUTIES

Reporting to the Project Manager, Roads Technical Operations provides technical and administrative assistance related to the management of public assets within municipal road right of way including project scoping, budgets, scheduling, condition assessments and inventories for roads, sidewalks, fencing, ponds, guiderails, catchbasins, and for material supply

### GENERAL DUTIES

Assists sectional staff with the collection of data to support the assessment of municipal infrastructure including: sidewalks, guiderail, watercourses, and storm conveyance structures. and with the scheduling of work orders, material purchases and contracted services related to road maintenance activities.

Develop sidewalk and guiderail inventory from collected asset data.

Complete visual inspection of sidewalks, guiderail, watercourses, and storm conveyance structures.

Assist with database management, including updating of records for the various data sets based on completed inspections.

Assist with preparation of status reports and GIS maps.

Assist with the scheduling of work orders, material purchases and contracted services.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

### QUALIFICATIONS

1. Must be enrolled in a Post-Secondary Civil Engineering Advanced Technology program. above average knowledge of MS Office Software (Word, Outlook, Excel, and Power Point).
2. Must be able to communicate effectively, both verbally and in written form with all levels of staff and the general public.
3. Excellent organizational skills.
4. Basic to intermediate knowledge of Geomedia (GIS software) and CorelDraw would be an asset, and/or experience with related applications (MicroStation, INFOR Public Sector (Hansen), AutoCad, Photoshop, etc.)
5. A Full 'G' Class License with a clean abstract is required. An original Ministry issued 3-Year Certified Extended Drivers Record shall be provided at the beginning of the Work Term. A 3-year uncertified record

shall be included with your application. This document can be obtained from Service Ontario Website (<https://www.ontario.ca/page/order-drivers-record>)

6. Must be capable of walking long distances (5-10 km per day) and be comfortable with working outdoors for an extended period of time.

**Additional Information:**

Hours of Work : 8:30 am to 4:30 pm, Monday to Friday, excluding statutory holidays  
1 hour unpaid lunch, 2 X 15 min breaks daily.

Rate of Pay: \$20.89/hour (2018 rate)