



**RM OF WEST ST. PAUL**

**POSITION DESCRIPTION**

<b>POSITION</b> Civil Co-op Student	<b>DEPARTMENT:</b> Operations
<b>EFFECTIVE DATE</b> February 2026	<b>DATE REVISED:</b>
<b>SUPERVISOR:</b> Director of Operations	<b>WAGE:</b>

**SUMMARY**

Under the direction of the Director of Operations, the Civil Co-op Student will support municipal engineering and operations activities, including data collection, inspections, GIS updates, and participation in project-related tasks. The role provides hands-on field and office experience aligned with transportation, drainage, and utility asset management.

**KEY RESPONSIBILITIES**

- Collect material samples during gravel placement, dust control, and paving projects for analysis by internal staff or independent laboratories.
- Inspect transportation and drainage projects alongside Operations staff to verify compliance with municipal standards and specifications.
- Conduct GPS-based data collection and perform condition assessments of road, drainage, and underground utility assets.
- Support the GIS Administrator by completing GIS data updates, maintenance tasks, and asset information integration.
- Prepare clear and accurate condition assessment reports summarizing findings and supporting project planning.
- Install, monitor, and analyze traffic data collection equipment to support transportation planning needs.
- Assist with preparing quantity takeoffs for asphalt patching, joint sealing, and related maintenance activities.
- Assist in developing cost estimates for transportation, drainage, and underground utility projects.
- Provide technical and administrative office support, including documentation, data entry, and project coordination as required.

**QUALIFICATIONS**

- Enrolled in a recognized post-secondary Civil Engineering, Civil Engineering Technology, or Construction Management program.
- Ability to read and interpret construction drawings, specifications, and related technical documents.

- Proficiency with MS Office; familiarity with ESRI Field Maps or AutoCAD is considered an asset.
- Knowledge of GPS surveying fundamentals or experience with GPS-based data collection is an asset.
- Strong organizational skills with the ability to prioritize tasks and work independently.
- Adaptability and willingness to take on new challenges in a dynamic, field-based environment.
- Must possess a valid Class 5 Driver’s License.

**WORKING CONDITIONS**

This role involves both field and office work, including:

- Lifting and carrying up to 50 lbs.
- Activities such as climbing, kneeling, crouching, standing, walking, pulling, and driving.
- Working outdoors in extreme heat, cold, or adverse weather.
- Exposure to dust, pollen, and construction materials.
- Working at heights as required.

Must provide/wear CSA approved footwear. All other required PPE and safety training will be provided.

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Incumbent

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Director of Operations

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Date

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Date