

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION PLANNING – 330 WENTWORTH STREET NORTH

ENGINEERING INTERN (1 FULL TIME POSITION)

SUMMARY OF DUTIES

Reporting to the Manager, the Engineering Intern will work with staff and team consultants in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients.

Accountable for ensuring that engineering activities are delivered in accordance with City and Provincial guidelines through effective and efficient use of financial and staff resources. Using a "best practices" approach, develop and deliver quality services in a timely and cost effective manner.

Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example.

Provide design services on Design and Construction projects.

Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and be committed to results.

Possess a high level of personal integrity and be an excellent communicator.

GENERAL DUTIES

You will assume responsibility for specific project design and construction supervision services for Design and Construction projects.

The Engineering Intern is accountable to the Senior Project Manager (Design Services)/ Senior Project Manager (Construction Services) and ensure that Design and Construction projects are delivered in accordance with City and Provincial standards with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Provide design services to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Provide engineering services for the delivery of Design and Construction projects which include but are not limited to road, water and wastewater infrastructure from preliminary engineering to final detailed design including tendering for the City of Hamilton.

Design projects involving the preparation of tender documents in compliance with City, Provincial and Federal guidelines including the obtaining of any project approvals or permits required to tender projects in a timely manner.

Provide project management services including the management of consultants, recommending and implementing standards for work performed by consultants on Design and Construction projects.

Provide engineering services and technical assistance to staff of the Design and Construction Division, or other Corporate staff that require design or project management assistance.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. 3rd or 4th year Civil Engineering student with the demonstration of relevant experience related to the duties described.
2. Knowledge of engineering and project management theories, practices and trends to manage large contracts and projects, including reviewing, recommending and implementing work plans and project budgets.
3. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
4. Ability to effectively work in a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
5. Ability to deal effectively with representatives of other levels of government, management, peers, staff and the general public.
6. Working knowledge of computer software applications.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE

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