



TOWNSHIP OF NORTH STORMONT Job Description

Position Title: Engineering/Architectural Intern, 4-month contract
Reports to: Public Works Superintendent

POSITION SUMMARY:

The Engineering intern will be responsible to assist all municipal departments in matters relating to the collection and analysis of data pertaining to North Stormont assets and more specifically, to undertake a comprehensive audit and analysis of corporate buildings / facilities.

RESPONSIBILITIES:

1. Review and research as required, all data sources available including asset management plans, master plans, studies, reports, and listings of Township infrastructure.
2. Commencing with Township buildings, create a comprehensive Facilities Condition Assessment through visual, non-destructive site assessments including a review of existing building data and maintenance history.
3. Develop an inventory of mechanical, electrical and other systems, and their respective conditions in each facility.
4. Utilizing best practices, estimate the remaining service life of the corporate buildings / facilities based on construction, past maintenance, etc.
5. Create one master corporate infrastructure database document containing the updated research, completed in an organized manner.
6. Prepare a listing of facility capital needs including estimates of the deficient conditions that are to be addressed in the short / long term.
7. Provide regular updates to the Senior Management Team including monthly Council reports, as required.
8. Other duties as assigned.

QUALIFICATIONS:

- Post-secondary Engineering, Architectural or related education.
- Familiarity with local, provincial and federal legislation; experience preferred.
- Demonstrated knowledge and skills with spreadsheets and database programs.
- Strong organizational skills, public relations and communications.
- Valid Driver's Licence.

WORKING CONDITIONS:

Work is performed in an office environment however site inspection includes physical demands.

HOURLY RATE: \$20 - \$22 per hour; no benefits apply as this is a contract term position.