



## TOWN OF QUALICUM BEACH

### EMPLOYMENT OPPORTUNITY: POST-SECONDARY STUDENT IT/GIS/ASSET MANAGEMENT Temporary, Full-Time Job Competition No. 2019-07

The Town of Qualicum Beach is currently seeking an energetic and enthusiastic post-secondary student for various duties in our IT/GIS department for the period May to September 2019.

#### Typical duties will include:

- Collecting field data for municipal infrastructure such as: water mains, valves, hydrants, sewer mains, manholes, etc. using GPS equipment and electronic measuring devices.
- Adding/updating asset information using asset management software, web applications, SQL Server, and design and GIS Software such as Civil 3D and QGIS.
- Reviewing record drawings, service cards, and maps in hard copy and digital format.
- Preparing, analyzing, and updating information in Excel spreadsheets and/or data management software.
- Developing/optimizing web GIS/Asset Management applications
- Providing IT and/or GIS related technical support.
- Other general duties as assigned.

#### Required qualifications include:

- A current post-secondary student, returning to full-time studies in the fall term, in a program such as computer science, GIS, engineering, or any other education related to the position;
- Basic knowledge of IT infrastructure and web services;
- Basic knowledge of relational databases and SQL;
- Operational skills using Excel;
- A valid Class 5 Driver's License with a safe driving record;
- Physical capability to safely complete continuous manual labour (e.g. bending, shoveling, lifting, pushing/pulling, etc.) in all weather conditions;
- Demonstrated ability to communicate effectively, particularly when dealing with the public;
- Demonstrated ability to work as a part of a team as well as independently; and
- Ability to follow direction, especially direction related to safe work practices.

#### Desired qualifications include:

- Knowledge of the methods, practices, materials, tools and equipment used in asset management;
- Basic knowledge of programming languages such as JavaScript and C#;
- Knowledge of Trimble GPS or similar types of GPS equipment;
- Ability to read and interpret civil engineering drawings; and
- Basic operational skills with AutoCAD and/or Civil3D.

The terms and conditions of employment are covered by the CUPE Local 401 Collective Agreement. The rate of pay will be \$18.20/hr. Hours of work are Monday to Friday from 8:30am to 4:30pm. Hours may vary and may include weekends and holidays.

**To apply:**

Please download the application form located on the Town's website at [www.qualicumbeach.com/employment](http://www.qualicumbeach.com/employment) and complete/submit via paper copy or email to:

**Colleen Rehor, Human Resources**  
#201 – 660 Primrose Street, P.O. Box 130  
Qualicum Beach, BC V9K 1S7  
Email: [careers@qualicumbeach.com](mailto:careers@qualicumbeach.com)

**Deadline for Applications: April 26, 2019**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*