



Federal Economic Development
Agency for Northern Ontario

Agence fédérale de développement
économique pour le Nord de l'Ontario

Engineering Youth Internship (One Year Contract)

JOB POSTING ID 23E-53

The Corporation of the City of North Bay is currently seeking applications for the position of Engineering Youth Intern.

Reporting to the Senior Facilities & Environment Engineer, this position will be employed in the Water & Wastewater Department during the one-year internship. The Intern will assist in establishing accurate inventory of water and wastewater municipal assets. Working with City departments to develop workflows that would ensure future changes to the infrastructure are captured in the software. This position will also assist the Senior Facilities & Environment Engineer on the water, wastewater and landfill capital program. This would include in assisting in writing Request for Proposals (RFP), review of proposals, site inspections and site meetings, and complete meeting minutes.

This full-time one-year contract position is supported by the Federal Economic Development Agency for Northern Ontario. In order to be eligible, candidates must be unemployed or underemployed youth (under the age of 30) who have graduated with a degree or diploma from a post-secondary institution within the last three years, are legally entitled to work in Canada, and have not been previously employed under a FedNor Youth Internship funding agreement, or other federal or provincial internship with pay for a period of six (6) months or more.

Key responsibilities include:

- To analyse current water, wastewater, storm, environmental services asset data.
- To assist public works with data gather, review, updating, input to the Asset Management/GIS System.
- To assist in development of a work flow to keep the asset data current.
- Responsible for undertaking studies and preparing recommendations for asset management data capture.
- To assist project managers with the capital program.

The following would be considered assets:

- College diploma in Engineering Technician/Technology; or University degree in Engineering.
- Strong organizational & communication skills.
- Experience with water and wastewater distribution networks.
- Experience with Geomatics, Relational Database Management Systems (RDBMS), Computerized Maintenance Management Systems (CMMS.)

Hours of Work: Monday to Friday 7:30 a.m. – 4:00 p.m. (40 hours per week, with one half hour unpaid lunch daily)

Salary: \$57,579 per year plus vacation pay as legislated in accordance with the Employment Standards Act

The City of North Bay is an Ontario Municipal Employees Retirement System (OMERS) employer.

Qualified applicants are invited to submit a detailed resume and covering letter in one document, saved in PDF format, with clear confirmation that the FedNor program eligibility requirements are met, no later than **11:59 p.m., Sunday, November 19, 2023** via email to: staffing@northbay.ca. Please identify the **Posting ID (23E-53)** in the subject line.

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Please note that all offers of employment are conditional upon proof of education and a satisfactory criminal record check at the candidates cost, to be arranged by the City of North Bay Human Resources Department only. Offers of employment are also conditional upon confirmation that the incumbent meets FedNor approval requirements.

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodation will be provided in all parts of the hiring process as required under the City's Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.