



Environmental Co-Op Student (Water) (4 Month Term, 3 positions)

Dates: April 29 to September 1, 2024 (Part-time work is available until October 31)

Shifts: 5:00am to 1:00pm (Tuesday to Saturday) 2:00pm to 10:00pm (Sunday to Thursday)

Are you interested in applying your knowledge and gaining valuable experience? The City of Abbotsford has three co-op opportunities in the Water Department. These positions will perform a variety of tasks related to customer service and outreach for the regional water conservation program. The primary role is regulatory and patrol work in ensuring compliance with water restrictions. These positions have an hourly wage from \$19.21 - \$24.47 (dependent on year of study).

The incumbent will be educating residents and businesses on the water system and water restrictions through neighborhood patrols, events, social media and the website. The incumbent will work as a team to provide information to the public relating to water regulations and related by-laws; promotes, disseminates and acts as a contact person for water conservation initiatives; prepares and maintains reports. Performs other related work as required.

These positions will work from Abbotsford City Hall at 32315 South Fraser Way. Most of the work will be driving through neighbourhoods independently. Shifts start early or are in the evening. One weekend day is required.

What You'll Do:

- Educate the public on the water system and water conservation through neighbourhood patrols, emails, calls, social media and website;
- Attend events to provide handouts and talk with residents;
- Keep track of non-compliance with the water restrictions, prepare warning letters and answer emails and phone calls regarding the water conservation program;
- Assist with developing educational materials, including vlogs, brochures and other information on water;
- Maintain and update the regional water website;
- Assist with entering data and filing reports;
- Help with filing and maintaining water related records;
- Prepare and maintain detailed records, files, and correspondence related to the work; and
- Provide general support to the Engineering & Regional Utilities Department.

Required Skills, Knowledge and Experience:

- Must be a full-time student returning to studies upon completion of the work term;
- Applicants must be registered in a formal Co-op program;
- Preference will be given to a third or fourth-year engineering, environmental, natural science, education or public relations student;

- Excellent customer service skills and the ability to maintain good working relationships with others;
- Excellent verbal and written communication skills;
- Dependable, reliable and work well with little supervision;
- Proficient in the use of smart phones, mobile apps, Microsoft Excel and Microsoft Word;
- Geographical knowledge of the City; and
- Valid class 5 BC driver's license required.
- Bilingualism is considered an asset.

Application instructions:

- A cover letter, resume and transcript are required.
- In your cover letter, state why you are suitable for the role.
- Submit all documents in one file (system accepts Word or PDF files).
- References will be required as part of the recruitment process.
- The posting will close at 5:00pm on the closing date of the competition.

Why Abbotsford?

Abbotsford, "The Hub of the Fraser Valley" is continually striving to grow its dynamic and diverse community. Abbotsford is known for its innovation, knowledgeable workforce, sustainability, broadband and digital equity which is why we are recognized as one of the top 7 intelligent communities in the world.

Abbotsford is a diverse community made up of many different ethnic and cultural groups where 23% of the population is of South Asian descent. The dominant age groups for the City of Abbotsford are 20 to 29 years and by residents 40 to 49 years. Abbotsford is one of the country's most culturally diverse communities with more than 50 languages spoken within the community.

Be part of the story and join our team today.

To apply, please visit us online at: www.abbotsford.ca/careers

Closing Date: March 24, 2024