

## **CO-OP STUDENT – 8 Months (Liquid Waste Services)**

**Anticipated Start Date:** Monday, January 6, 2025**Anticipated End Date:** August 29, 2025**Hours of Work:** Eight (8) hours per day between 8:00am  
and 4:30pm, Monday through Friday**Rate of Pay:** \$21.91 per hour, plus 12% in lieu**General Accountability:****Purpose and Scope**

As a member of the Liquid Waste Services Department (LWS), reporting to the LWS Manager, the LWS Co-op student performs a wide variety of technical tasks related to asset management including but not limited to; infrastructure inspections, research, report writing, data analysis, public outreach, and development of program communications materials including press releases, advertisements, and social media communication. As well as, operational and maintenance assistance at the City's wastewater treatment plants, lift stations, wastewater collections and storm drainage systems.

**Nature and Scope of Work**

The Co-op Student will work within the LWS Department, which is located at the Norm Wood Environmental Centre, providing assistance in operations, public education initiatives and data analysis. Primary responsibilities associated with this position include:

- Data collection, analysis, and reporting.
- Interpret and present data in graphs, tables, and reports.
- Work with city departments to draft, update, and liaise communication material for local social media.
- Public education and outreach.
- Researching and drafting of reports, procedures, grant applications and terms of reference.
- Program coordination as required.
- Performing quality review of data.
- Assist with general department inquiries.
- Provide assistance to lab, operations, and maintenance staff by performing sampling, data entry, lab analysis, and cleaning.
- Co-ordination of activities with other City departments.
- Miscellaneous duties as assigned.

**Necessary Qualifications****Knowledge:**

- Basic knowledge of standard practices and technologies in water and wastewater resource management.
- Basic understanding of sustainability principles including ability to read and interpret policies/plans.
- Basic knowledge of WorkSafeBC regulations and safe work procedures.
- Knowledge of wastewater regulations, wastewater treatment practices and technologies, hydraulics, wastewater conveyance methods, environmental protection policies and practices.

**Skills:**

- Proficiency with Microsoft Office Suite.
- Strong written and oral communication skills.
- Strong organizational skills.
- Sound research and report writing skills.
- Safe work habits and practices.

- Sound analytical and problem-solving skills.
- Familiarity with ArcGIS analytical tools.

**Abilities:**

- Multi-tasking and the ability to work under tight timelines and respond to rapid and constant changes in direction and priorities.
- Highly motivated and the ability to work both independently and as part of a team.
- Must possess and maintain a valid Class 5 Drivers' Licence as per City policy.

**Education:**

- Grade 12 or equivalent.
- Must be currently enrolled in a recognized university or technical college co-op program (Water and Wastewater Technology, Engineering or Environmental Sciences).

**Unusual Working Conditions**

- May come in contact with sewage.
- May be required to work on evening or weekend assignments.

**NOTE TO APPLICANTS:**

**How to Apply:**

Please ensure that your resume and/or cover letter clearly shows how your knowledge, skills, abilities, education, training, and experience meet the Necessary Qualifications listed above.

**Co-Op Student Program Eligibility Requirements:**

You must be registered with your educational institution's co-op program. VERIFICATION WILL BE REQUIRED.

All applications must be received on or before the posting closing date and time. Applications will be considered date stamped effective the time they are received at the [careers@campbellriver.ca](mailto:careers@campbellriver.ca) email.

**Submit Resume and Covering Letter to:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River BC V9W 4C7

**Posting #:** COOP-24-082

| Closing Date: Thursday, September 19, 2024 |