

# Woolwich Township Job Posting



**Date:** February 28, 2025  
**Position:** Summer Development Engineering Student  
**Wage Rate/Grade:** \$19.50 - \$22.50 per hour

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking one (1) Engineering Summer Student from June until September 2025.

## **Purpose of the Position and Profile:**

This position assists the Supervisor of Field Services with day-to-day field inspection on residential, commercial and industrial development sites. This position assists in reviewing development applications, recording site construction progress, filing records, and reviewing as-built conditions.

## **Responsibilities:**

- Assists with inspections for various development projects including roads, sidewalks, watermains, sanitary and storm sewers, sediment and erosion control features and final grading.
- Records inspection progress and completes department required documents.
- Assists with review of development applications and grading plans submitted in support of Building Permit Applications
- Files documents in accordance with department records keeping practices
- Ensures department policies and procedures are followed
- Other duties as assigned

## **Qualifications, Knowledge, Skills, and Work Requirements:**

- Currently enrolled in a post-secondary Civil Engineering program with a recognized College or University
- Excellent computer skills including Microsoft applications
- A strong aptitude for figures and attention to detail
- Excellent verbal, written, and listening communication skills
- Analytical, problem solving and decision-making skills
- Courtesy and diplomacy in dealing with the public, external agencies, and interdepartmental staff
- Ability to work independently
- Ability to conduct fieldwork, site, and constructions inspections
- Valid Class G Driver's License, licensed to drive in Ontario, and use of a reliable vehicle
- Safety work boots required

**Working Conditions:**

- 35 hours per week
- Combination of an office environment, and frequent site inspections and exposure to outside weather conditions
- Must be physically fit and able to stand for long periods at a time
- Potential for exposure to typical construction hazards

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on March 14, 2025. Please quote job posting 2025-19.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.