



CAREER OPPORTUNITY

CO-OP Student: Engineering

Position Overview

The District of Elkford is seeking a motivated, energetic, and community-minded Engineering Co-op Student to join the Public Works Department for the 2026 summer term (May through August). Reporting to the Director of Engineering and Public Works, or designate, this position offers an excellent opportunity to gain valuable hands-on experience in a municipal environment while contributing to Public Works operations and infrastructure services.

This role provides practical experience in municipal engineering, infrastructure planning, and field operations within a local government setting. The successful candidate will gain exposure to capital projects, asset management, GIS systems, inspections, and technical reporting while working alongside experienced municipal professionals.

Nature of Work

The Co-op Student performs a variety of technical and field work related to municipal engineering within the Public Works Department.

The position combines office-based technical support with outdoor field assignments. Work requires sound judgment, attention to detail, and the ability to interpret engineering standards, bylaws, and specifications. The student is responsible for maintaining safe work practices and ensuring the security of municipal equipment, property, and vehicles.





Key Duties and Responsibilities

- Assist with engineering and drafting requirements of the District;
- Collects field data and assists with preparation of engineering drawings;
- Performs field surveys for engineering infrastructure projects and building sites;
- Develops and maintains computer files and models;
- Performs field inspections to ensure compliance with municipal regulations and bylaws;
- Makes secure equipment, property, buildings, and vehicles;
- Assist to gain knowledge in the maintenance of municipal infrastructure;
- Assist with the enforcement of rules and regulations;
- Assist in the maintenance of the District's GIS system;
- Field work – GPS data collection and inspections as required;
- Assist in the preparation of reports, plans, specifications, presentations, field surveys and other information/documents;
- Other related duties as assigned from time to time.

Ideal Qualifications and Experience

- Grade 12 diploma;
- Must have attended a post-secondary school in the previous school year, returning to a post-secondary school in the next school year, and part of a school co-op program;
- Completion of first year Civil Engineering Technology Diploma or a Geographic Information Systems related program from a recognized post-secondary institution;
- Basic knowledge of municipal design and engineering standards relative to all aspects of land servicing;
- Basic understanding of the methods, practices, materials, tools and equipment used in construction and installation of municipal utilities;
- Ability to assist in preparation of designs for specific public works services and to assist in the review of drawings and plans for technical accuracy and conformance to municipal guidelines, bylaws and specifications;
- Knowledge of use of survey equipment to layout a design and collect data;



- Knowledge and experience with Geographic Information Systems and cartography;
- Knowledge of computer applications related to the work performed, such as AutoCAD, ArcGIS, and all aspects of MS Office;
- Valid class 5 driver's licence (minimum Class 7N) or equivalent;
- Valid basic first aid certification (preferably OFA Level 1 or equivalent);
- WHMIS;
- Physically fit;
- Ability to work independently when required;
- Ability to communicate effectively, both written and orally;
- Ability to maintain confidentiality;
- Ability to exercise courtesy and tact when dealing with the public and staff;
- Must be able to organize work and meet deadlines;
- Experience in a similar position or working in a construction or municipal environment considered an asset.

Working Conditions

- Exposure to construction sites, traffic areas, and municipal infrastructure environments.
- Combination of office and outdoor field work.
- Schedule C - Up to 40 hours weekly.

Employment information

- Wage: \$23.92. Please note that the Collective Agreement is currently under negotiation, and wage rates are subject to change upon ratification.
- Schedule of hours: Temporary May-August. Varied, 40 hrs/week
- Classification: CUPE Local 3004 Collective. Agreement Schedule A - Student

How to Apply

- Submit your resume to careers@elkford.ca
- Mail or in-person drop off: District of Elkford, 744 Fording Drive, P.O. Box 340, Elkford, BC, V0B 1H0
- Posting till March 27, 2026.