



RURAL MUNICIPALITY OF LAC DU BONNET

WORK DESCRIPTION

POSITION TITLE:	Civil Engineering Technologist Student	DEPARTMENT:	Public Works
REPORTS TO:	Public Works Project Manager	WORK LOCATION:	#4187 – PR317 Lac Du Bonnet, MB
POSITION TYPE:	Seasonal	SALARY:	As Per Collective Agreement
JOB SUMMARY:			
<p>Reporting to the Public Works Project Manager, the Civil Engineering Technology (CET) Summer Student provides field and technical support for municipal operations, including surveying, data collection, and asset management. The student will assist with project planning, construction monitoring, quality control, and inspections across municipal infrastructure systems.</p> <p>Responsibilities include completing assigned tasks and preparing accurate documentation while working both independently and as part of a team. All duties must be carried out in accordance with Workplace Health and Safety policies and procedures.</p>			
JOB DUTIES:			
<p>Duties may include, but are not necessarily limited to:</p> <p>Surveying, Lot Grading & Drainage</p> <ul style="list-style-type: none"> • Conduct GPS topographic surveys and provide basic project layout for associated drainage & roadworks projects. • Support drainage surveys, profile development in Civil 3D, and utility locates. • Assist with provincial drainage licensing applications. • Assist the Project Manager with lot grading surveys and preparation of lot grade plans. <p>Construction & Projects</p> <ul style="list-style-type: none"> • Support construction monitoring, documentation, and daily reporting. • Assist with project estimates, tender documentation, and quantity tracking. • Report observations and provide updates to the Project Manager. 			

Water & Wastewater Systems

- Assist with inspections, monitoring, and reporting at the booster station and wastewater lagoon.
- Support flow monitoring, chlorine residual testing, and water sampling programs.
- Assist with locating and surveying residential services.
- Support the development and documentation of maintenance procedures.
- Provide support during potential lagoon treatment activities (e.g., bioaugmentation).

Asset Management

- Update and maintain asset data in the municipality's GIS system (e.g., Catalis)
- Support road assessments and ongoing development of the asset management program
- Assist with quality assurance for gravel crushing operations and related surveys
- Conduct basic laboratory testing (e.g., sieve analysis, plastic and liquid limits)

ESSENTIAL QUALIFICATIONS:**Education & Experience**

- Enrolled in a post-secondary program in Civil Engineering, Environmental Engineering, Engineering Technology, or a related field
- Demonstrated interest in municipal infrastructure, construction, and fieldwork
- Basic understanding of surveying, construction practices, or water and wastewater systems is considered an asset
- Experience with, or willingness to learn, GPS equipment and surveying techniques
- Proficiency in Microsoft Office applications; experience with AutoCAD or Civil 3D is considered an asset

Technical Skills & Knowledge

- Ability to read and interpret contract specifications, drawings, and other construction documents
- Strong organizational skills with attention to detail and accuracy in data collection and reporting
- Working knowledge of Workplace Health and Safety procedures and practices

Communication & Teamwork

- Ability to work both independently and collaboratively in a field environment
- Effective communication skills and the ability to follow instructions
- Comfortable asking questions and seeking guidance when needed
- Ability to document and report findings accurately for multiple stakeholders

Physical & Work Requirements

- Possess and maintain a valid Class 5 Driver's License
- Willingness and ability to work outdoors in varying weather conditions and perform physically demanding tasks, including climbing, kneeling, bending, twisting, standing for extended periods, and lifting/carrying materials
- Willingness to work shift work and overtime, as required

Personal Attributes

- Self-motivated with a strong willingness to learn and take on new challenges
- Demonstrates initiative and a proactive approach to tasks
- Flexible and adaptable to changing priorities and work environments
- Dependable, punctual, and professional in all work settings

REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
LAST UPDATED BY:	Public Works Project Manager	DATE:	March 23 rd , 2026