Engineering Assistant

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Engineering Assistant

Construction Coordination, Physical Resources

Temporary full-time from September 12, 2020 to August 31, 2021

Hiring #: 2020-0267

Please read the Application Instructions [1] before applying

Reporting to the Manager of Construction Coordination, the Engineering Assistant will be responsible for creating simple engineering documentation, sourcing and archiving engineering documentation, conducting simple engineering surveys, overseeing and coordinating small value purchase orders, and providing general office support for the Design, Engineering and Construction department. Specific responsibilities include: conducting client interviews related to project needs; producing basic drawings, specifications, reports and budgets; sourcing and archiving drawings, specifications, material literature and the like; conducting simple site investigations, taking measurements, determining quantity takeoffs and related functions; coordinating contractors and consultants on small projects; and other associated duties as assigned. In addition, the incumbent will directly support Physical Resources’ COVID-19 campus preparedness initiative; examples of specific duties include: creating COVID-19 signage graphics and building signage plans, as well as arranging installation of COVID-19 signs throughout campus, etc.

Requirements of the position include: A two-year college diploma in an Engineering Technician program, preferably with a Construction or Architecture focus, and a minimum six months’ related experience performing the functions described above, or an equivalent combination of education and experience. Excellent AutoCAD skills are essential, as are excellent skills with the MS Office suite of software. Demonstrated excellence in communication, (both oral and written), organization, interpersonal skills and teamwork are also required, together with an orientation to client service.

Classification USW, Local 4120 Salary Band 3
Normal Hiring Range $21.12 - $23.58 per hour

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2020 09 11
Closing Date: 2020 09 18

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/engineering-assistant

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply