

*As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!*

The Town of East Gwillimbury is seeking enthusiastic, responsible, outgoing individuals with demonstrated leadership skills who are looking to jump start their careers in the realm of Engineering Services and Asset Management within our Community Infrastructure & Environmental Services Department.

The Engineering Assistant's responsibilities would include:

- Assists with updates to the Town's Infrastructure Database(s) and conducts data collection by researching background information and inputting data via GIS and GPS software and hardware
- Scans, indexes and inputs various Infrastructure Records including and not limited to drawings, studies, reports, etc.
- Assists with capital works, operations and construction inspections, investigations survey and layout
- Assists with various traffic engineering activities such as installing and operating automated traffic counters and radar/information sign boards
- Provides administrative support services for the Engineering Department
- Assists with lot grading review of house siting plans for the Development Engineering branch
- Assists with development inspections
- Assists with records management related to development engineering submissions
- Processes streetlight connection requests for submission to Hydro One
- Provides periodic Crossing Guard duties when required
- Other engineering duties as assigned

Qualifications:

- Currently enrolled in University/College Civil Engineering Co-op program
- Possess a valid Class G driver's license in good standing. (Incumbent must provide an MTO Driver's License Abstract upon request)
- Have a reliable vehicle in good working order where the Incumbent may be required to drive from the office to a specified work/job site
- Must be comfortable driving an extended length utility van with equipment
- Must be prepared and comfortable working outdoors and in elements such as vegetation, heat, dust, mosquitoes, etc.
- Must have and wear certified green patch work boots, in good condition
- Overtime may be required on an as needed basis
- If requested, Incumbent must provide a Vulnerable Sector Check (paid for by the Town).

Rate: \$16.35

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)  
**Deadline for applications is March 6, 2023**



We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.