



**Town of Quispamsis
Engineering Department
P.O. Box 21085
Quispamsis, N.B. E2E 4Z4**

2010 JOB DESCRIPTION

POSITION: Engineering Assistant (2)

RESPONSIBILITIES:

- Development and maintenance of municipal GIS system
- Field work as required (ie traffic counters, traffic lights, etc.)
- Filing and Data management of subdivision plans, drawings, etc.
- Work well under pressure with minimal supervision
- Strong interpersonal skills as well as the ability to work as part of a team are essential to this position.

DUTIES:

- Information and records management
- Data entry of information into databases
- Scanning of paper records into an Engineering database
- Assist in research by gathering information from available sources such as the internet, computer software, archives, general files
- Perform errands in and out of the office
- Maintain confidential records and files

QUALIFICATIONS:

- Preference will be given to Town of Quispamsis residents
- Graduation from High School and in a University Level or equivalent Engineering program
- Some experience in Municipal Engineering would be a benefit
- Computer skills: Word, Excel, Autocad, database programs, and GIS programs, such as Caris
- Self-motivated, good interpersonal skills
- Multi-tasking and organizational skills
- Good problem solving skills
- Ability to carry out multiple tasks in an independent manner
- Self motivated and directed, with strong initiative skills
- Excellent communications skills, written and verbal.