

CO-OP STUDENT (Liquid Waste Services)

Approval Date:	January 2024	Department:	Liquid Waste Services
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management	
Title of Management Supervisor:	Liquid Waste Services Manager		

General Accountability:

Purpose and Scope

As a member of the Liquid Waste Services Department (LWS), reporting to the LWS Manager, the LWS Co-op student performs a wide variety of technical tasks related to asset management including but not limited to; infrastructure inspections, research, report writing, data analysis, public outreach, and development of program communications materials including press releases, advertisements, and social media communication. As well as, operational and maintenance assistance at the City's wastewater treatment plants, lift stations, wastewater collections and storm drainage systems.

Nature and Scope of Work

The Co-op Student will work within the LWS Department which is located at the Norm Wood Environmental Centre, providing assistance in operations, public education initiatives and data analysis. Primary responsibilities associated with this position include:

- Data collection, analysis, and reporting;
- Interpret and present data in graphs, tables and reports;
- Work with city departments to draft, update, and liaise communication material for local social media;
- Public education and outreach;
- Researching and drafting of reports, procedures, grant applications and terms of reference;
- Program coordination as required;
- Performing quality review of data;
- Assist with general department inquiries;
- Provide assistance to lab, operations, and maintenance staff by performing sampling, data entry, lab analysis, and cleaning;
- Co-ordination of activities with other City departments;
- Miscellaneous duties as assigned.

Necessary Qualifications

Knowledge:

- Basic knowledge of standard practices and technologies in water and wastewater resource management;
- Basic understanding of sustainability principles including ability to read and interpret policies/plans;
- Basic knowledge of WorkSafeBC regulations and safe work procedures.
- Knowledge of wastewater regulations, wastewater treatment practices and technologies, hydraulics, wastewater conveyance methods, environmental protection policies and practices.

Skills:

- Proficiency with Microsoft Office Suite.
- Strong written and oral communication skills.
- Strong organizational skills.

- Sound research and report writing skills.
- Safe work habits and practices.
- Sound analytical and problem solving skills.
- Familiarity with ArcGIS analytical tools.

Abilities:

- Multi-tasking and the ability to work under tight timelines and respond to rapid and constant changes in direction and priorities.
- Highly motivated and the ability to work both independently and as part of a team.
- Must possess and maintain a valid Class 5 Drivers License as per City policy

Education:

- Grade 12 or equivalent.
- Must be currently enrolled in a recognized university or technical college co-op program (Water and Wastewater Technology, Engineering or Environmental Sciences).

Unusual Working Conditions

- May come in contact with sewage.
- May be required to work on evening or weekend assignments.