City of Campbell River

Job Description

CO-OP STUDENT
(OMS Project - Asset Management)

Approval Date:	January 2024	**Department:**	Capital Projects
☐ IAFF	☒ CUPE	☐ Management	
Title of Management Supervisor:	Capital Projects Manager		

General Accountability:

Purpose and Scope

As a member of the Capital Projects Department, reporting to the Capital Projects Manager or designate, and taking direction from the Operations Management Software (OMS) Project Manager, the OMS Co-op student performs a wide variety of technical tasks related to asset management, including but not limited to; research, data collection and analysis, and report writing. In support of the OMS project, the scope of work also includes updating records and basic evaluation of assets related to the City's asset infrastructure data.

Nature and Scope of Work

- The Co-op Student will work within the Capital Projects Department, which is located at City Hall, aiding in data collection and analysis in preparation for migration to a new Asset Management and Operations system (OMS). 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 current facility records of City facilities and structures.
  - Performing quality review of data.
  - Miscellaneous duties as assigned

Necessary Qualifications

Knowledge:

- Basic knowledge of standard practices and technologies involved in municipal infrastructure asset management.
- Basic knowledge of industry maintenance standards, practices, regulations, related to municipal infrastructure.
- Basic knowledge of WorkSafeBC regulations and safe work procedures.

Skills:

- Proficiency with Microsoft Office Suite.
- Strong written and oral communication skills.
- Excellent research and report writing skills.
- Safe work habits and practices.
- Sound research, analytical and problem-solving skills.

Abilities:

- Multi-tasking and the ability to plan and prioritize work, and work under tight timelines and respond to rapid and constant changes in direction and priorities.
- Ability to effectively document facility assets and prepare documentation.
- Highly motivated and the ability to work both independently and as part of a team.
- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education/Certification:

- Grade 12 or equivalent.
- Must be currently enrolled in a recognized university or technical college co-op program related to the work (Civil Engineering, Building Technology, Sciences).
- Must possess and maintain a valid Driver's Licence as per City policy.