

Posting Date: June 25, 2025

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking self-motivated professionals for our Engineering Department.*

PERMANENT FULL TIME  
ENGINEERING ASSISTANT  
(1 Position)

**Internal/External Competition #2025-19**

<b>Department:</b>	Infrastructure Services; Engineering
<b>Duties &amp; Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 9 - \$35.16 per hour
<b>Hours of Work:</b>	40 hours per week
<b>Conditions of Employment:</b>	Automatic wage deposit Applicant must provide proof of legal eligibility to work in Canada
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Senior Engineering Technologist

This job posting will remain open until 4:00 PM July 9, 2025. For further information please contact Tim Tanton, Director of Infrastructure Services at 250.245.6440; [ttanton@ladysmith.ca](mailto:ttanton@ladysmith.ca)

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD or PDF** format to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca) ; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."

**The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.**



250.245.6400 / [info@ladysmith.ca](mailto:info@ladysmith.ca) / [www.ladysmith.ca](http://www.ladysmith.ca)  
410 Esplanade MAIL PO Box 220, Ladysmith, BC V9G 1A2

GET CONNECTED   

Cowan



**TITLE:** ENGINEERING ASSISTANT  
**DEPARTMENT:** ENGINEERING  
**DIVISION:** INFRASTRUCTURE SERVICES  
**CATEGORY:** UNION CUPE LOCAL 401  
**BAND:** 9

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**GENERAL ACCOUNTABILITY**

Reporting to the Senior Engineering Technologist, the Engineering Assistant contributes to the effective operation of Engineering Services by assisting the Engineering Staff in technical and administrative work related to the completion of a variety of Engineering Services activities and projects. This position supports the Development Services Department and Public Works Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

**PRIMARY DUTIES AND ACCOUNTABILITIES**

- Responds to inquiries and complaints from the public, contractors, consultants and other government agencies.
- Assists with permit applications.
- Assists in the preparation of engineering drawings and calculations and contract documents to ensure compliance with established design standards and specifications.
- Assists with construction and subdivision final inspections.
- Assists in preparation of bylaws, policies and procedures.
- Assists in survey work and construction layout and obtains information for design and recommendations for Town projects.
- Assists in preparation of reports on engineering servicing requirements for Development Services Department and for Public Works Department.
- Carries out data collection including GPS and traffic counts.
- Carries out research, computer modeling and analysis.
- Assists with infrastructure project cost estimations.
- Completes cemetery layout.
- Provides support and information on development related issues and departmental planning for the public and staff.
- Responsible for acting as a resource to technical and/or office staff; provides support to field staff.
- Maintains courteous and professional interactions with the public, user groups and Town employees.
- Attends professional development training as directed.
- Other related duties as required.

**REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. Diploma in Civil Engineering Technology or related field required or an equivalent combination of training and experience will be considered.
2. Minimum 2 years related experience required.
3. Proficient in Geographic Information Systems (GIS).
4. Proficient in Auto-CAD and MS Office.
5. Possession of a valid B.C. driver's licence (Class 5); a satisfactory current driver's profile will be required.
6. Eligibility for registration with the ASTTBC is an asset.
7. Knowledge of engineering, survey, subdivision and drafting terminology, principles, practices and techniques an asset.

8. Knowledge of design criteria and specifications and applicable conditions of contract and tendering policies an asset.
9. Knowledge of Municipal Bylaws, Departmental Policies and Procedures an asset
10. Experience in GIC, Civil 3D, and other engineering software considered an asset.
11. Demonstrated high degree of professionalism inclusive of effective communication, interpersonal, teamwork/collaboration, and relationship building/conflict management skills.
12. Demonstrated initiative with minimum direction; completing tasks by removing barriers and locating necessary resources.
13. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
14. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
15. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
16. Demonstrates valuing diversity.