Job Posting: 190128 - Position: Student - Program Support Office (East & West) (6870)

Co-op Work Term Posted:	2020 - Fall
App Deadline	08/21/2020 10:00 AM
Application Method:	Employer Website
Posting Goes Live:	08/05/2020 07:38 AM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Toronto Hydro
Division	Toronto Hydro

JOB POSTING INFORMATION

Special Job Requirements

4 or 12 MONTH WORK TERM
Before applying to this posting, it is your responsibility to have completed the appropriate pre-requisite courses for this length of work term, and to understand how this length of work term affects your academics. Engineering undergrads -- If this means you will be registered in a 5th or higher work term, the full co-op tuition fee (equal to two installments) will be charged for each extra work term above the mandatory four.

For Engineering Undergraduate Students:

Please ONLY apply if you are available for 4 or 12 months, and state your availability CLEARLY in your cover letter.

(A 12 month employment period is registered as 3 separate, consecutive work terms)
Location
This position is not located in Victoria. **It is recommended that you speak to your ability to relocate for this position in your cover letter. If you have family or friends in the job location, it is recommended that you put the local address on your resume**. Please *do not apply for this position if you are not willing to relocate* for the duration of the work term without expectation of remuneration.

Co-op Work Term	2020 - Fall
Position Type (Disclaimer: not all types available in all	Regular Co-op, Full Time

programs)

Co-op Work term Duration	4, 8, or 12 Months
Job Title	Student - Program Support Office (East & West) (6870)
Job Location	Toronto
Region	ON-Greater Toronto
Start Date	September 08, 2020 12:00 AM
Number of Positions	1
Work Abroad	No
Job Description	

LOCATION: 71 Rexdale Blvd. or 715 Milner Avenue
TERM: Sep 8 or 15, 2020 to Dec 18, 2020 (if 4 months)

WHAT'S IN IT FOR YOU?
The student will be assisting staff and supervisors on various projects and reports. The Program Support Office is responsible for infrastructure project execution of civil and electrical projects. The Program Support Office department is responsible for directing and coordinating external resources through all project phases including design, material procurement, financial execution, construction, inspection and project closure in order to ensure timely and cost effective delivery of capital projects.

Responsibilities:

Technical
• Assist with managing project schedules, project budgets, preparation of project information and develop project management skills.
• Monitor project status and implement actions to mitigate project risks.
• Participate in the selection of resources required to execute capital projects.
• Prepare/Update reports &project milestone schedules in Excel, MS Project.
• Drive improvements and consistency in departmental processes by documenting processes, creating process maps.
• Involvement in verification of completed work packages from execution groups.

Updating Project Records / Databases and Preparing Work Packages
• Ensure projects' status is kept up-to-date in a standardized way and on-time.
• Summarizing key project information and updating the data into department databases.
• Preparing large sized drawings and documentation packages for work packages.
• Preparation of training documentation.
• Performing various tasks on SAP i.e. contractor billing, materials order etc.

Qualifications

REQUIREMENTS
• 3rd year Electrical Engineering, Civil Engineering or Civil/Electrical Engineering
• Preference will be given to applicants with demonstrated Advanced Excel skills and experience with MS Access

TECHNICAL SKILLS:
• High knowledge level in Microsoft Excel is required; ability to create/update Macros using Visual Basic would be an asset.
• Knowledge of Microsoft Word/PowerPoint is required.
• Knowledge of Microsoft Access would be an asset.
• Knowledge of Microsoft Project &Visio would be an asset.

OTHER REQUIREMENTS:
• High attention to detail, well organized, able to work in a team environment, and also to work independently.
• Safety Focused – able to understand the importance of safety in day-to-day and project-related work
• Customer Focused -- able to understand customer needs and interact well with customers.
• Quick learner, organized, works well with people, good communication and writing skills, enjoys a challenge.

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•Excellent problem solving &time management skills, able to meet deadlines in a fast-paced environment, able to multi-task.

•Knowledge of the electrical distribution system, contract administration, project management methodologies and electrical construction industry would be an asset.

For relevant employers as defined by the BC Criminal Review Act: Will this position require a co-op student to complete a Criminal Records check?	No
Type of Student (multi-select)	Graduate
	Undergraduate
Minimum Academic Year Completed	2
Minimum Work terms Completed	0
Are there any restrictions that would hinder hiring of non-Canadian students with a valid work permit?	No

APPLICATION INFORMATION

Application Procedure	Employer Website
If by Website, go to	https://bit.ly/30qDB5i

Additional Application Information

TO APPLY:

Please submit a copy of your **resume, cover letter**, and **transcript** as **one file** through the Toronto Hydro online portal. *Please state your co-op eligibility on your resume*

Thank you for your interest in Toronto Hydro!

Candidate co-op eligibility will be reviewed with the respective internship faculties. We work closely with your school coordinators throughout our recruitment; please feel free to connect with your school contacts for overall vacancy status updates.

Please note that Toronto Hydro is committed to accessible hiring practices. Upon request, reasonable accommodation for individuals with disabilities is available.

Apply direct to employer

Please be sure to click "I intend to apply for this position" after you have sent your application to the employer. This will allow you to maintain access to the posting after it closes and to track the status of the recruitment process.

All Degrees and Disciplines	No