

## **Job Posting:175854 - Position: S26 COOP Student, Engineering Assistant 175854**

<b>Co-op Work Term Posted:</b>	2026 - Summer
<b>App Deadline</b>	12/17/2025 11:59 PM
<b>Application Method:</b>	Through Employer Website
<b>Posting Goes Live:</b>	12/05/2025 10:42 AM
<b>Job Posting Status:</b>	Approved

## **ORGANIZATION INFORMATION**

<b>Organization</b>	City of Ottawa
<b>Address Line 1</b>	110 Laurier Avenue West, 5th Flr
<b>City</b>	Ottawa
<b>Postal Code / Zip Code</b>	K1P 1J1
<b>Province / State</b>	ON
<b>Country</b>	Canada

## **JOB POSTING INFORMATION**

<b>Placement Term</b>	2026 - Summer
<b>&lt;b&gt; Job Title &lt;/b&gt;</b>	S26 COOP Student, Engineering Assistant 175854
<b>Position Type</b>	Co-op Position
<b>Job Location</b>	Ottawa, ON
<b>Country</b>	Canada
<b>Duration</b>	4 months
<b>Salary Currency</b>	CAD
<b>Salary</b>	26.98 per hour for 35 Major List
<b>Salary Range \$</b>	\$26.982?- \$31.566?per hour
<b>Job Description</b>	

**Job Title:** COOP Student, Engineering Assistant

**Job ID:** 20135

**Application Deadline:** December 17, 2025

To be considered for this competition you must be enrolled in a registered co-op program at a Canadian post-secondary institution, and eligible for a Work Term during the specified period.?Students must?upload proof of enrolment in a co-op program when completing your application.

### **JOB SUMMARY**

This job is exclusively for Coop Students who are enrolled in a recognized post-secondary co-operative education program. You are responsible for carrying out specific assignments involving the provision of engineering support, including research, data analysis and database management, and preparing reports.

The Asset Management Branch is responsible for the management of the City's public works infrastructure assets in an inclusive, effective, affordable and integrated manner to keep our infrastructure safe, in good working order and at approved levels of service. This specific position is within the Water Facilities Asset Management (WFAM) unit. The WFAM portfolio includes the vertical infrastructure within the City's water, wastewater, and stormwater facilities (plants, reservoirs, tanks, pumping stations, etc...).

Key responsibilities for the role include, but are not limited to:

- Data Management:** Collecting, compiling, analyzing, and evaluating data to support WFAM initiatives,
- Procedure Development:** Assisting in the development of WFAM policies, procedures, and templates,
- Project Support:** Contributing to WFAM projects that support asset management initiatives,

**•Reporting and Communication:** Assisting in writing reports and preparing presentations related to specific work, and

**•Special Assignments:** Undertaking special projects or assignments as directed.

Under the direction of a supervisor, the Co-op student is responsible for carrying out specific assignments involving the provision of engineering support, including technical support and analysis/reporting associated with lifecycle activities related to the renewal of the City's various water and wastewater facilities. The successful candidate will also be responsible for supporting other WFAM team members with Needs identification and risk ranking, and will contribute to the development of WFAM policies, procedures, tools and templates associated with asset data, optimized decision making, prioritization, project scoping, and long-term planning. The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from members of Indigenous, Black and other racialized communities, persons with disabilities, women and non-binary persons, persons of all ethnic origins, religions, sexual orientations, classes, gender identities and expressions.

Candidates are encouraged to self-identify as a member of one or more designated employment equity groups in the self-identification questionnaire.

The City of Ottawa provides accommodation to applicants during all parts of the hiring process, upon request. If contacted to proceed to the selection process, please advise us if you require any accommodation.

Accessible formats and communication supports are available upon request. Please contact the Employee Service Centre at 613-580-2424 extension 12211 or via email at [esc-cse@ottawa.ca](mailto:esc-cse@ottawa.ca).

## **Job Requirements**

### **EDUCATION AND EXPERIENCE**

Enrolment in a recognized co-operative engineering program.

No experience required

### **KNOWLEDGE**

- Knowledge of hydrologic and hydraulic concepts is desirable.
- Knowledge of applicable health and safety legislation including the rights and duties of workers.

### **COMPETENCIES, SKILLS AND ABILITIES**

- Ability to conduct research, sort and categorize findings
- Ability to analyze and draw conclusions on information
- Write reports and present information in a clear and direct manner both written and verbal
- Computer applications such as Corel Draw, Excel and Word
- Analytical and research techniques
- Attention to detail

### **WHAT YOU NEED TO KNOW**

- Language Requirement: English oral, reading, writing
  - Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.
- We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

**Citizenship Requirement**                    N/A

## **APPLICATION INFORMATION**

**Application Procedure**                    Through Employer Website

**Cover Letter Required?**                    Optional

### **Special Application Instructions**

**Application Link:**

<https://jobs-emplois.ottawa.ca/city-jobs/job/Ottawa%2C-ON-COOP-Student%2C-Engineering-Assistant-ON/1290556247/>

**Application Deadline:** **December 17, 2025**

**Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.** Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.