

Job Posting:175632 - Position: W26 Co-op Student - OMS Project - Capital Projects 175632

Co-op Work Term Posted: 2026 - Winter
App Deadline 12/05/2025 09:00 AM
Application Method: Through Employer Website
Posting Goes Live: 11/25/2025 02:19 PM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization City of Campbell River
Address Line 1 301 St Ann's Road
City Campbell River
Postal Code / Zip Code V9W 4C7
Province / State British Columbia
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Winter
** Job Title ** W26 Co-op Student - OMS Project - Capital Projects 175632
Position Type Co-op Position
Job Location Campbell River, BC
Country Canada
Duration 4 months
Salary Currency CAD
Salary 24.97 per hour for 0 Major List
Job Description

Posting number: 25-083

Naturally, Campbell River - Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

The role: 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.

What we offer: The rate of pay for this CUPE bargaining unit position is **\$24.97** per hour plus 12% in lieu, based on seven (7) hours per day between 8:30am and 4:30pm, Monday through Friday.

Position Dates: 4 months, January to April 2026

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.

Job Requirements

Job Requirements & Qualifications

Our ideal candidate will have:

- Grade 12 or equivalent.
- Must possess and maintain a valid Class 5 Drivers License as per City policy.
- Must be currently enrolled in a recognized university or technical college co-op program related to the work (Civil Engineering, Building Technology, Sciences).

Co-Op Student Program Eligibility Requirements:

You must be registered with your educational institution's co-op program for the duration of the term of this position.

VERIFICATION WILL BE REQUIRED.

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Optional

Address Cover Letter to Hiring Team

Special Application Instructions

Application Link:

<https://jobs.smartrecruiters.com/CityOfCampbellRiver/744000094920897-co-op-student-oms-project-capital-projects-4-months-external-closes-dec-5-25>

- Before you apply: You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

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.