

STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT

REPORT TO: Infrastructure and Recreation
 Committee

MEETING DATE: March 13th 2012

REPORT NO.: EPW.12.014

SUBJECT: Proposal of Engineering and
 Public Works Co-operative
 Education Student

PREPARED BY: Reg Russwurm

A. Recommendations

THAT Council receive Staff Report EPW.12.014 entitled “Proposal of Engineering and Public Works Co-operative Education Students”;

AND THAT Council endorse the Engineering and Public Works Department to seek two Co-operative Education Students from Georgian Bay Secondary School for the Fall semester of the 2012 school year to gain workplace experience in the Engineering and Public Works Department.

B. Background

The Engineering and Public Works Department has been in consultation with Jeff Smith, Co-operative Education Coordinator from Georgian Bay Secondary School (GBSS) regarding the possibility of obtaining two co-op students for the Fall semester of the 2012 school year to work within the Engineering and Public Works Department.

The opportunity will be open to the Grade 11 or 12 students of GBSS who wish to apply for opportunities offered by the divisions within Engineering and Public Works Department in either a technical capacity or in an administrative assistant role.

A position will be open for a co-op student who wishes to gain experience in municipal engineering and public works by working in the field with the Town’s Construction Co-ordinator and/or with the Engineering Design Technologist. Depending on the candidate’s interests, the student will also be given the opportunity to learn the operations of the Roads and Drainage Division, Solid Waste and Environmental Division and/or the Water and Wastewater Division by working closely with Managers and Supervisors.

A position will also be open to offer a co-op student the opportunity to work with the Administrative Assistant of Engineering and Public Works, learning the administrative side of a municipality. The student will assist in the preparation of Department meetings, filing, and assisting Staff with everyday administrative tasks.

Staff believe that the opportunity will be beneficial to any high school student who wishes have a career in municipal government or general office work.

Staff will be flexible in working with the schedule of the co-op student in order to ensure that the hours required to obtain a co-op credit are met. The co-op student will be required to find their own transportation to and from Town Hall.

C. The Blue Mountains' Strategic Plan

This report furthers the Town's Strategic Goal # 6 "Supporting the development of social and recreational programs to meet the broad range of needs in the community."

D. Environmental Impacts

None.

E. Financial Impact

There are no direct employment costs associated with the co-op students. Minor supply and administrative costs will be absorbed by the Engineering and Public Works operational budgets.

F. In Consultation With

None.

G. Attached

None.

Respectfully submitted,

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