



Waterloo Region
District School Board

Posting # 19.025
May 7, 2019

ARCHITECTURAL INVENTORY SUMMER POSITION FACILITY SERVICES (2 openings)

The Waterloo Region District School Board (WRDSB), Facility Services Department has been funded for two (2) Canada Summer Jobs 2019 positions offered by the Federal Government, Service Canada, to create summer job opportunities for young people aged 15 to 30 years who meet the Canada Summer Jobs eligibility criteria..

These positions will report to the Senior Draftsperson and/or the Architectural Inventory Technician. The incumbents will be part of a team that will assist the Drafting Department at the WRDSB.

The successful candidates will work 32 hours per week (Monday to Thursday), within the hours of 7:30 a.m. to 4:00 p.m., for \$13.15 to \$14.00 per hour starting July 2, 2019 through to August 15, 2019.

Responsibilities:

- Review building and site accessibility status determined through site visits and drawing review and documenting findings.
- Review drawings, note changes required and update electronic drawing files using AutoCAD and Revit, as required.
- Organizing and cataloguing existing hard copy drawings as well as arranging scanning of these hard copies for electronic cataloguing.
- Complete work assignments in a timely and efficient manner with a strong emphasis on technical accuracy.
- Other duties as assigned within Facility Services.

Qualifications and Training required:

- Experience using Autodesk AutoCAD and Autodesk Revit is required.
- Experience using Microsoft Office (Excel, Word, PowerPoint) would be an asset.
- Possess a valid driver's license.
- Reliable transportation would be an asset

Key Skills:

- General knowledge and understanding of building construction systems with focus on building accessibility.
- Ability to read and interpret engineering blueprints and other technical documents.
- Ability to gather data, compile information, and prepare reports.
- Attention to detail is a must; highly organized with the ability to multi-task.
- Excellent communication skills, both verbal and written.

Candidates are asked to submit two (2) copies of a covering letter and resume, quoting posting #19.025, not later than **3:30 p.m., on Tuesday, June 4th** using the following method:

In Person or By Mail or Courier to: Waterloo Region District School Board
Human Resource Services Department
Education Centre, (Mail Box D)
51 Ardelt Avenue, Kitchener, ON N2C 2R5

Applicants are thanked in advance for their interest in the position. Only those applicants selected for an interview will be contacted. No phone calls please. The successful candidate will be required to provide a satisfactory Criminal Records Check as a condition of employment.

The WRDSB is committed to equity for all students and staff, and to delivering the highest quality education through a qualified workforce that reflects the diversity of the communities we serve. Upon request, we will provide reasonable accommodations in the hiring process to support applicants with disabilities.