



**CITY OF
CHILLIWACK**

Co-op Student – Utilities May to August or December 2026

The City of Chilliwack has a great opportunity for a Co-operative Education Student in the Utilities section of the Engineering Department. The term of this assignment will be four months (May to August, 2026), with the possibility of additional four-month extension (September to December, 2026).

The position will assist the Utilities section and Engineering Department in the functioning of the following areas; water distribution, sewage collection, waterworks and sewage pump stations and controls, and other related equipment and facilities. Tasks may include; data analysis of drinking water data, wastewater data and sanitary pump stations data, implementation of water conservation programs, preparing correspondence and other documents, responding to public enquiries, carrying out field inspections (including auditing water conservation), assisting in the development of the City Source Control Program, developing engaging communication and outreach materials on the topics of water conservation, engaging with residents on water conservation practices throughout the community at both in-person and online events and other duties as assigned. The assignments will involve various degrees of complexity and responsibility, and will include becoming familiar with the water and sewer system modeling software, data analysis and preparation of recommendations for system improvement. Assignments and responsibilities will be performed under general supervision, and performance is subject to review, inspection, and evaluation by the Department Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must be enrolled in the Co-operative Education Program at a recognized post-secondary institution and have met the specific entrance criteria for that program, focus in Engineering or Environmental Sciences is preferred;
- Basic knowledge of the functions, methods, rules, procedures, bylaws, regulations and policies pertaining to Municipal Government;
- Sound knowledge of business English, spelling and punctuation;
- Strong computer skills;
- Good knowledge of modern office practices and procedures;
- Able to perform assignments with minimal supervision;
- Able to operate a variety of standard office software such as Word, Excel, PowerPoint, etc.;
- Able to be polite, courteous and tactful in dealing with the public and be neat in appearance;
- Able to establish and maintain an effective working relationship with department officials, department heads and other members of the staff;
- Able to process a variety of calls, complaints and enquiries authoritatively and arrange appointments/meetings as required;
- Able to process a variety of confidential material with discretion and integrity.

You will have opportunities to develop important industry skills. The expectation is that you will apply your existing knowledge and skills and gain valuable experience and success recognizable to government and private industry employers. You will work the standard work week of Monday to Friday, 8:30 am to 4:30 pm (35 hours per week), but must be flexible should an assigned project include weekend and/or evening work, or overtime hours. The hourly rate for this position is \$31.94 (2025 rate).

If this job is a good fit for you, apply at jobs.chilliwack.com and create your on-line profile. The system allows you to quickly and easily enter your work history, education, certifications, and other important information. You can then apply to new positions in just a few clicks.

**Please submit applications and post-secondary transcripts by
4:30 pm on Wednesday, January 26, 2026**

Applications without transcripts will not be considered (unofficial copies are acceptable)