

## Drafting Technical Assistant (Real Estate) - Indigenous Peoples Summer Student Opportunity Job Number: 38855

1 Temporary Summer Opportunity

**The City of Edmonton is committed to hiring a diverse workforce that is reflective of the community we serve. The Indigenous Peoples summer opportunity program falls within the Indigenous Peoples recruitment strategy, which outlines the City's commitment to recruit Indigenous Peoples to our workforce.**

The Facility and Land Inventory Management team is looking for a student with strong critical thinking skills to provide support for the Facility Inventory Management team. This position will assist a small group responsible for Facility Inventory Management within the Real Estate branch, with an introduction to a CAFM (Computer-Aided Facility Management) program.

### Responsibilities Include:

- Assist in conducting fieldwork to collect spatially related information
- Enter information on CAFM (Computer-Aided Facility Management) plans through AutoCAD technology
- Assist with the creation and revision of reports
- Assist with the verification of database accuracy and data collection from civic owned and leased buildings
- Assist with CAD drawing integration
- Verify floor plan accuracy and edit floor plans
- Create AutoCAD floor plans based on-site information provided

### Qualifications:

- Currently attending an interior design, architectural technology or related post-secondary diploma or degree program
- Effective verbal and written communication skills and ability to maintain strong working relationships
- Demonstrated ability to conduct analysis with proven attention to detail
- Excellent organizational and multitasking skills
- Ability to work independently and make decisions in the absence of a supervisor
- Demonstrated ability using Microsoft Office Suite and Google Apps
- Demonstrated ability using AutoCAD and reading architectural plans
- Valid Alberta Class 5 Driver's Licence (or provincial equivalent) is an asset

**\*Please note, as part of your application, we ask that attach an unofficial transcript, or an enrollment verification letter (indicating the program you are currently attending)**

### NOTE:

- Hired candidates must meet the eligibility requirements:
- Currently enrolled and returning to school or a Post -Secondary Institution in the fall
- Applicants must be Métis, First Nation or Inuit
- New hires will be required to register with our identified funding partners

**Hours of Work:** 40 hours per week, Monday - Friday

**Salary:** \$17.954-19.749

**Talent Acquisition Consultant:** FK/NG

*The City of Edmonton is an equal opportunity employer. We value and consider candidates from all diverse backgrounds. If you are a student with a disability that requires an accommodation during the recruitment process, please contact: Mark Farr, Diversity Recruitment Consultant, People with Disabilities at: 780-496-2851.*

**Classification Title:** Student Technical

**Posting Date:** Feb 26, 2020

**Closing Date:** March 11, 2020 11:59:00 PM (MST)

**Number of Openings (up to):** 1 - Student Position Full-time

**Union:** CSU 52

**Department:** Financial and Corporate Services

**Work Location(s):** 10th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4