



King is Hiring
Public Works Student
Student/Co-op (May – August 2026)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Capital Services and Asset Management Supervisor, the Public Works Student is responsible for the following:

- Assists Project Managers and Asset Management with the maintenance of the infrastructure inventory and condition databases including data collection and verification.
- Assists with the administration of CRM's (service requests) within Public Works.
- Assists with traffic counts and analysis.
- Provides administrative assistance with Citywide asset management and maintenance manager software.
- Provides support to Project Managers including, but not limited to, the delivery of construction notices, taking site photos and field notes.
- Scans engineering drawings and organizing into a repository.
- Creates file structures for future projects as per established department standards and processes.
- Assists with communications, campaigns and taking photographs.
- Investigates public inquiries and reports findings.
- Provides support on various projects and initiatives.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Civil/or equivalent Engineering program, Certified Engineering Technologist (C.E.T) program, or Business Administration.
- Proficiency in Microsoft Office products, including Word, Excel and Outlook.
- Must be able to work courteously and effectively with the general public, staff, engineering consultants, contractors and government agencies.

Conditions of Employment:

- Must have own CSA approved safety boots.
- Valid class G driver's license in good standing with access to own transportation.
- Work involves mental and visual concentration with frequent interruptions.
- Work areas will be both inside an office environment and outside in various locations including construction sites.
- Must be available to work the duration of the contract.
- Hours of work will be between 8:30AM-4:30PM, Monday to Friday, but may vary and additional work may be required from time to time.
- Must be legally authorized to work in Canada.

Wage Rate: \$20.00

Vacancy Disclosure:

This posting is intended to fill an existing vacancy.



Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on May 19, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit king.ca/employment for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.