



EMPLOYMENT OPPORTUNITY

Position: Utilities Assistant

Division: Utilities

Type: Temporary Summer Position, CUPE

Application Deadline: January 30, 2026 by 4:30 pm

Applications: Qualified applicants are invited to apply online at careers-cvrd.icims.com

Competition Number: 26016-E

The Cowichan Valley Regional District is now accepting applications from prospective candidates to work as a Utilities Assistant with the Utilities division for summer 2026.

General Information

Working under the Senior Manager, Utilities Division, this position assists Division staff by: reviewing system drawings and responding to utility locates; assisting with water quality and environmental sampling; operational monitoring; assisting with capital projects and inspections of capital works; collecting field data; updating emergency response plans; and preparing technical reports.

Qualifications

- Preferred candidates will be enrolled in a Civil Engineering Technology or Environmental Program or related field.
- Possess a working knowledge of computer based engineering applications, including AutoCAD, and GIS.
- A valid Class 5 or Class 7 BC Driver's License is required.
- The successful candidate will possess:
 - Effective verbal and written communication skills, social media skills.
 - Effective interpersonal skills including working well with subject area specialist and the general public.
 - The ability to multi-task and work independently with minimal supervision.
 - Proficiency with Microsoft Office.
- Preference will be given to candidates aged 15-30 years as per the Canada Summer Jobs Program through Service Canada, however candidates outside of this age range will be considered.

Hours of Work: This position is available for a period of 17 weeks commencing May 4, 2026 and continuing until August 28, 2026, subject to funding. Hours of work are 35 hours per week, Monday to Friday.

Salary: This temporary position is unionized (CUPE Local 358) and is compensated at \$25.32 per hour. Additionally, this position will receive 14.5% in lieu of benefits, statutory holidays and vacation, bringing the compensation to \$28.99 per hour. (2025 wage rates)

To Apply: Please submit a resume and cover letter at the link above by 4:30 pm on the date indicated. Please include a driver's abstract with your application.

Date posted: December 4, 2025