Civil Engineering - Casual General Assistant position

The Department of Civil Engineering is hiring a Casual General Assistant to work during the Summer 2021. The successful candidate will provide assistance to Civil Engineering Technicians as necessary focusing on general lab organization and cleanliness. The incumbent will also assist graduate students as required with various research projects following the direction of the Civil Engineering Technicians and will assist with the maintenance, construction, deconstruction and removal of research equipment, departmental infrastructure, and research specimens. The Civil Technician in Ellis Hall, Hal Stephens, will provide general oversight of this position.

Key Responsibilities:

- Daily tidying and organization of Civil Engineering labs in Ellis Hall;
- Assisting with preparations for Fall and Winter term labs for 2021-2022 academic year;
- Assembly, installation and removal as necessary of office furniture and equipment;
- Assisting with weekly and monthly safety requirements for labs and building;
- Assisting with coordination of deliveries, storage and dissemination to employees and faculty;
- Limited assistance in research project assembly and deconstruction;
- Limited assistance in mechanical maintenance;
- Assisting all technical staff as needed and coordinated by the Civil Technician when requested, limited to incumbent’s education and abilities;
- Decluttering lab space under the direction of the Civil Technician and the Department Manager.

Required Qualifications

- High school diploma;
- Previous relevant experience (1-2 years) in construction, landscaping or other general manual labour considered an asset;
- Professionalism and excellent interpersonal skills;
- Ability to work effectively and efficiently within a team environment.

This position will be full time (35 hours per week) Monday to Friday from 8:00am to 4:00pm. This will be a 4-month contract tentatively terminating on August 31st 2021. The rate of pay for this position will be $18/hour plus additional 4% vacation. You must be eligible to work in Canada.

Please submit a cover letter and resume by May 24th, 2021 to Graeme Boyd (graeme.boyd@queensu.ca)

If you have any questions, please feel free to contact Graeme Boyd. We appreciate all applications but only those selected for an interview will be contacted.