



Woolwich Township Job Posting

Date: February 13, 2026
Position: Development Engineering Co-op Student
Wage Rate/Grade: \$19.50 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Development Services has an exciting opportunity for a post-secondary student and is seeking one (1) Engineering Co-op Student from June until September 2026.

Purpose of the Position and Profile:

This position assists the Supervisor of Field Services with day-to-day field inspection on residential, commercial and industrial development sites. This position assists in reviewing development applications, recording site construction progress, filing records, and reviewing as-built conditions.

Responsibilities:

- Assist with development project inspections including roads, sidewalks, watermains, sanitary and storm sewers, sediment and erosion control features and final grading
- Record inspection progress and complete all required documentation
- Assist with the review of development applications and grading plans submitted in support of Building Permit applications
- Maintain and file documents in accordance with departmental records management practices
- Ensure compliance with departmental policies, procedures and regulatory requirements
- Other duties as assigned

Qualifications, Knowledge, Skills, and Work Requirements:

- Currently enrolled in a post-secondary Civil Engineering program with a recognized College or University
- Demonstrated computer skills including Microsoft applications
- Strong aptitude for working with numerical data and good attention to detail
- Excellent verbal, written, and listening communication skills
- Analytical, problem solving and decision-making skills
- Strong interpersonal, conflict resolution, and teamwork skills, with the ability to interact effectively with staff, and the public
- Ability to work independently and conduct fieldwork, site visits, and construction inspections
- Valid Class G driver's licence in the Province of Ontario and access to a reliable vehicle
- Safety work boots required

Working Conditions:

- 35 hours per week with a combination of an office environment and site inspections and
- Must be physically fit and able to stand for long periods at a time
- Exposure to outside weather conditions and typical construction hazards

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on February 27, 2026. Please quote job posting 2026-07.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.