

## **Pipeline Protection (Western), Summer Student**

**Date:** Dec 12, 2025

**Location:** Burnaby, British Columbia, Canada

**Company:** Trans Mountain

Trans Mountain Corporation operates Canada's only pipeline system transporting oil products to the West Coast. We deliver approximately 890,000 barrels of petroleum products each day through a dual pipeline system of more than 1,150 kilometres of pipeline in Alberta, British Columbia and Washington state.

Trans Mountain also operates a state-of-the-art loading facility, Westridge Marine Terminal, with three berths providing tidewater access to global markets.

As a federal Crown corporation, Trans Mountain continues to build on more than 70 years of experience delivering operational and safety excellence through our crude oil pipeline system.

With our expanded pipeline system now in place, Trans Mountain provides enhanced direct access for Canadian crude oil to world markets. The expansion realizes a world-class system for oil transport, developed to Canada's high standards within one of the most stringent regulatory regimes in the world, creating long-term economic benefits, enhanced marine protection, enhanced safety and emergency management capabilities, and enhanced skilled-worker capacity building in communities and Indigenous groups.

### **Our Core Values**

Trans Mountain's core values – Safety, Integrity, Respect and Excellence – guide our every step. Each obstacle we've overcome or success we've experienced has been the result of a shared commitment to living these values every day. Together, we're focused on doing the right thing for each other and our communities.

As a **Pipeline Protection (Western), Summer Student** with Trans Mountain, you'll have the opportunity to work with a dynamic and fast-paced group of Pipeline Protection experts. The summer student will learn about the Trans Mountain Pipeline system, the potential impact third party damage can have on the environment and public safety, as well as useful tools applicable to other fields.

This position is based in our Burnaby Regional Office and reporting to the Supervisor, Pipeline Protection.

**Duration: May 4, 2026, to August 21, 2026.**

### **Key Responsibilities**

- Assist the Permit Technician and Administrative Assistant with filing using SharePoint.
- Assist with various finance tasks such as BMO Coding, Accruals and Reconciling.
- Assist with creating, reviewing, and submitting Field Reports.
- Assist with scheduling within the Shared Calendar for Aerial Patrol Schedules and make updates to the On-Call Schedule.



**TRANSMOUNTAIN**

- Assist the Pipeline Protection team to focus on damage prevention and safety during the seasonal work volume increase by providing support with Unauthorized Activity Report and Field Reports Entry.
- Reconciling One Call Reports/Audits and Helicopter Reports.
- Management of Keep Training Records.
- Deliver, retrieve mail and documents from the Burnaby Main Office.
- All other duties as requested by the Pipeline Protection Supervisor or Administrative Assistant.

### **Qualifications and Professional Experience**

- Interest or training in technology, trades, or administration.
- Currently enrolled in an accredited post-secondary program.
- Common knowledge of Microsoft systems (Outlook/Word/Excel/Share Point/Teams).
- Must be a team player with a positive attitude.
- Self-motivated, capable of performing tasks with minimal supervision.
- Attention to detail is critical.
- Ability to work well under pressure and handle strict deadlines.
- Strong organizational skills.
- Excellent verbal and written English communication skills.

### **Other Requirements and Information**

- Must have a valid Class 5 driver's license.
- Must be enrolled in an accredited post-secondary institution and return to full time studies in the fall.
- This role is full-time in office and requires on-site attendance for the duration of the summer term.

The expected pay range for this position is **\$24.61 to \$33.48 CAD**.

### **Application**

Candidates may submit their application in English or French. To apply in French, please use our French careers site: [Careers \(French\)](#)

### **We Build Careers and Pipelines That Last**

Our story is about determination, resourcefulness and resilience. It's about charting our own course, finding innovative solutions to challenging problems and doing the right thing. It was true when Trans Mountain became a company in 1951 and it's just as true today. We welcome new members to our team that embrace the qualities in our story, that thrive on the new path and directions we take. Our culture is one of care and taking our responsibilities seriously. If you would like to contribute to our culture, then join our journey.

### **A Rewarding Opportunity**

#### **We offer:**

- Valuable experience providing opportunity for professional development and career advancement;
- An opportunity to engage with and learn from some of the most talented and experienced people in the business;
- Competitive compensation;



- Comprehensive benefits programs including flexible benefits, pension and savings plans;
- A place to share a sense of purpose and build relationships;
- Meaningful work that makes a difference;
- An opportunity within the Canadian energy industry.

#### **We value:**

- The health, safety and wellness of everyone working in our company;
- Meaningful participation from Indigenous and local communities;
- The commitment and resilience of our people;
- Collaboration and achieving success together.

In keeping with Trans Mountain's commitment to maximize benefits for communities, priority will be given to qualified candidates from Indigenous, local and regional communities along the Trans Mountain pipeline corridor.

In Alberta, the pipeline system spans the traditional territories of Treaty 6, 7 and 8, and the Métis Nation of Alberta (Zone 4).

In British Columbia, the system crosses the traditional territories of numerous First Nations that are affiliated with the Secwepemc, Dakelh (Carrier), Nlaka'pamux, Syilx/Okanagan, Interior and Coast Salish, Stó:lo, as well as the Métis.

Trans Mountain also operates through 15 First Nation Reserves located within the region spanning the BC interior through Fraser Valley.

#### **Our Commitment to Inclusion, Diversity, Equity and Accessibility (IDEA)**

Trans Mountain is committed to fostering inclusion, diversity, equity and accessibility. The diverse viewpoints and cultural knowledge that our employees bring to work enrich our organization's collective cultural understanding, which is reflected in the work we do every day. We strive to create an environment that is free of barriers to promote full participation in the workplace. Trans Mountain welcomes new team members from traditionally underrepresented groups, including but not limited to women, Indigenous Peoples, members of racialized groups, persons with disabilities and members of the 2SLGBTQI+ community.