

Recruitment Details

The City of Winnipeg is a vibrant and dynamic organization with many opportunities!
We offer a diverse and welcoming work environment that delivers quality services to our citizens.

Seasonal Technical Assistant

Wastewater Services
Water and Waste Department
Posting No: 122935

Closing Date: February 14, 2023

Job Profile

The Water and Waste Department is offering a seasonal employment opportunity within the Maintenance Branch of the Wastewater Services Division starting approximately May 1, 2023 to September 1, 2023. The Seasonal Technical Assistant will work under the direction of a Professional Engineer (P.Eng) registered with Engineers Geoscientists Manitoba.

As the *Seasonal Technical Assistant* you will:

1. Assist with wastewater services maintenance projects and initiatives.
2. Support activities related to the review and update of the division's Maintenance Strategy.
3. Document maintenance procedures and practices within Excel.
4. Identify and assess risk factors and categories to wastewater services mechanical, electrical, civil, instrumentation and automation assets.
5. Work with maintenance engineers and supervisors to assist with delivering wastewater maintenance activities.
6. Attend various Wastewater Treatment and Wastewater Collection Facilities to assist with maintenance projects.

Your education and qualifications include:

1. Successful completion of at least 1 year of a recognized University/College program in Biosystems Engineering, Electrical Engineering, Mechanical Engineering, Computer Engineering, Electrical Engineering Technology, Instrumentation Engineering Technology, Mechanical Engineering Technology.
2. Ability to use Microsoft Office products effectively.
3. Ability to use engineering software and/or basic knowledge of computer programming.
4. Ability to communicate effectively, both verbally and in writing.
5. Ability to interpret engineering drawings, reports, cost estimates and specifications.
6. Ability to deliver and manage projects in a team-based environment.
7. Basic knowledge of Wastewater Treatment and Collection systems as well as various underground infrastructure products and equipment.
8. Demonstrated ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts and the public, in accordance with the Respectful Workplace Standard.
9. Basic knowledge of AutoCAD would be preferred.

Conditions of employment:

1. The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.
3. Must possess and maintain a valid Manitoba Class 5 Driver's Licence.
4. Must be physically capable of performing all the duties of this position, which may include, but are not limited to: working outdoors in potentially unfavorable weather conditions or extended periods of time.

CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

How To Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume AND Application Form (**Required**).
2. Cover letter indicating the year and area of study.
3. Transcript of courses.
4. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary for this position is \$1,589.99 bi-weekly (35 hours per week), as per the Technical Assistant classification within the CUPE Collective Agreement.

The successful applicant will be required to provide a Notice of Driver's Licence In Force document upon request.

Personal protective equipment must be worn as required.

The successful applicant will be required to complete job specific training required for this position as directed.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

We value diversity in our workplace. Indigenous peoples, women, racialized peoples, persons with disabilities, 2SLGBTQ+ peoples and Newcomers are encouraged to self-declare.

Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.