

Seasonal Technical Assistant

Department: Water and Waste

Division: Wastewater Services

Designated Work Location: 1199 Pacific Avenue, On site

Position Type: Seasonal

Salary: \$23.40 per hour (35 hours/week) as per the Technical Assistant classification within the CUPE Collective Agreement.

Posting No: 124241

Closing Date: February 22, 2024

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Job Profile

The Water and Waste Department is offering a seasonal employment opportunity within the Maintenance Branch of the Wastewater Services Division starting approximately April 29, 2024 to September 6, 2024. 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 Class 5 Manitoba 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.

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.

Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday or as assigned/required

Employee Group: C.U.P.E.

Position Reports To: Project Engineer

1. Personal protective equipment must be worn as required.
2. The successful applicant will be required to provide a Notice of Driver's Licence In Force document upon request.
3. The successful applicant will be required to complete job specific training required for this position as directed.

Only candidates selected for interviews will be contacted.