

Temporary Technical Assistant

Department: Water and Waste

Division: Office of Sustainability

Designated Work Location: 1120 Waverley St., On site

Position Type: Temporary

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

Posting No: 124237

Closing Date: February 21, 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 City of Winnipeg Water and Waste Department is offering the following seasonal employment opportunity in the **Office of Sustainability Division**.

As the Technical Assistant you will perform tasks required for the successful support, development and implementation of the City's climate action policies.

The position term is from May to September 2024.

As the *Temporary Technical Assistant* you will:

1. Best practice research, information gathering, data review, and report writing.
2. Support public engagement including coordination, preparation, facilitation, recording, and report writing.
3. Support communication, including preparing responses to internal and public inquiries, presentation preparation and delivery

Your education and qualifications include:

1. Successful completion of at least 1 year of a recognized post-secondary program in Engineering, Environmental Studies, Public Administration, Environmental Design, Resource Management, Science, Social Science, City Planning, or other related courses.
2. Proficiency in the use of Microsoft Office products with an aptitude for learning new software applications
3. Ability to communicate effectively, including excellent written communication skills, facilitation and collaboration skills, presentation and formal report skills.
4. 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.

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.

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: Senior Sustainability Planner

1. 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.