

Technologist 2 - Project Services

Department: Assets and Project Management Department

Designated Work Location (DWL): 3rd Floor - 65 Garry Street - On site

Position Type: Permanent, Full-time

Salary: \$2,500.08 - \$2,941.09 bi-weekly

Posting No: 124408

Closing Date: April 23, 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 employee 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.

Preference to internal applicants may be applied.

Job Profile

Under the General Supervision of the Technologist 3 Project Services, the Technologist 2 Project Services completes design and drafting assignments, prepares estimates, specifications, reports, and conducts field investigations for designated assignments and project-related work.

As the Technologist 2 Project Services you will:

- Prepare complete Architectural, Structural, Mechanical, and/or Electrical drawings for the purpose of tendering and obtaining Building Permits for the construction of renovations & repair projects, new additions or new City of Winnipeg owned buildings.
- Perform construction progress inspections on design projects.
- Create accurate building base plans in AutoCAD, from existing hardcopy drawings or field measurements, for management of City of Winnipeg facilities.
- Produce charts, graphs, maps and other illustrations for Department reports or outside departments.
- Perform other tasks related to the completion and/or support of project designs.

Your education and qualifications include:

1. Diploma in Architectural/Engineering, Structural, Civil, Mechanical or Electrical Engineering Technology.

2. Registration as a Certified Technologist with CTTAM or ABTAM or must be registered within 12 months of employment.
3. Minimum of five (5) years' experience using AutoCAD to produce construction drawings and specifications for tender & Building Permits, based on Architect's/Engineer's/Designer's sketches and notes.
4. Experience preparing, reading and interpreting construction drawings and contract specifications.
5. Must have experience and working knowledge of the principles and practices of building design, as well as, the materials and equipment involved in North American commercial construction.
6. Ability to assist Architects, Engineers and Designers in developing design options.
7. Ability to develop and maintain good working relationships with colleagues and clients.
8. Problem solving skills with the ability to make sound decisions and recommendations.
9. Verbal communication skills with the ability to collaborate effectively with internal and external stakeholders.
10. Written communication skills with the ability to produce documents clearly and concisely.
11. Organizational skills with the ability to prioritize multiple assignments and meet tight timelines.
12. Proficiency in Microsoft Office Suite including Word, Excel and Outlook and Teams.
13. Proficiency in AutoCAD Architecture.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

Conditions of employment:

1. The successful candidate must maintain legal eligibility to work in Canada. If the successful candidate possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Winnipeg Police Service Level 2 Security Clearance satisfactory to the employer will be required from the applicant(s) or successful candidate(s).
3. A Child Abuse Registry Check satisfactory to the employer will be required from the successful candidate, at their expense.
4. Must possess and maintain a valid Class 5 Manitoba Driver's License. The successful applicant will be required to provide a driver's notice in force document upon request.
5. The successful applicant will be required to provide a vehicle for transportation to City owned assets while on City business, subject to the terms and conditions of the City Transportation Policy.
6. Maintain membership in the Certified Technician & Technologists Association of Manitoba (C.T.T.A.M.) as a Certified Engineering Technologist, or the Architectural and Building Technologists Association of Manitoba (A.B.T.A.M.) as a Certified Technologist or must be registered within 12 months of employment.

APPLY ONLINE, including all documentation listed below:

1. Current resume AND/OR Application Form (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

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

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 am to 4:30 pm

Employee Group: CUPE

Position Reports To: Technologist Grade 3 - Project Services

1. Applicants will be required to undergo written and/or AutoCad testing to determine their knowledge, abilities and skills as they relate to the qualifications of the position.

Only candidates selected for interviews will be contacted.