

# Technical Services Supervisor

**Department: Water and Waste**

**Division: Engineering Services**

**Designated Work Location:** 1199 Pacific Avenue, Hybrid

**Position Type:** Permanent

**Salary:** \$3,013.10 - \$4,047.21 bi-weekly, W.A.P.S.O. Grade 4

**Posting No: 124732**

**Closing Date: July 9, 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.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

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 direction of the Manager of Engineering, the Supervisor of Technical Services manages the branch to meet goals and objectives by: applying standards and policies, developing operating procedures, administering the branch's budget, providing leadership and supervision to staff and ensuring levels of service are consistently met.

The Technical Services Branch provides a variety of services, including:

- surveys for planning, design & construction and maintenance of the Department's infrastructure;
- administration of the Lot Grading, Water & Sewer By-laws related to service approvals and permits for the development of private property,

sewer and water connections inspections, By-law enforcement, financial assistance (if applicable) for repairs to private sewer pipe under City property (Section 41 of the Sewer By-Law), and general services under these By-laws; and

- locating and marking critical infrastructure for damage prevention as part of Manitoba Call Before You Dig.

**As the *Technical Services Supervisor* you will:**

1. Make effective use of personnel and resources to ensure the branch delivers its goals.
2. Manage the branch's budgets, ensuring adequate personnel and resources are available to meet levels of service.
3. Undertake communication within the department, with other City departments, consultants and contractors, as well as the general public to ensure effective and efficient service delivery.
4. Review and develop systems and procedures for the branch related to By-law administration and enforcement, surveys, plan and permit reviews and underground locates.
5. Ensure compliance with Worker's Compensation Legislation, Human Rights Legislation, safety regulations and safe work practices.
6. Perform other related duties consistent with the position as assigned.

**Your education and qualifications include:**

1. Graduate in Technology from a recognized Institute of Technology and membership in CTTAM (Certified Technicians & Technologist Association of Manitoba) as a Certified Civil Engineering Technologist (C.E.T.) or Certified Applied Science Technologist (A.Sc.T.)
2. A minimum for five (5) of years prior related experience.
3. Demonstrated knowledge, skill, and ability to effectively lead and supervise staff engaged in the provision of internal and external services.
4. Ability to establish and maintain effective working relationships with employees at all levels of the organization, external contacts and the public, in accordance with the Respectful Workplace Standard.
5. Computer skills related to word processing, spreadsheets, data transformation and database applications and geographic information systems.
6. Good understanding of conventional and electronic survey equipment including optical level, total station and GNSS equipment.
7. Demonstrated knowledge and understanding of mapping projections and coordinate systems.
8. Ability to communicate clearly and effectively, both verbally and in writing, with a wide range of contacts.
9. Demonstrated skill in mediating lot grading/drainage disputes between land-owners which may also involve their legal counsel.
10. Demonstrated ability to manage stressful situations while remaining objective and effective in negotiating and promoting conflict resolution between citizens.
11. Knowledge and understanding of By-Law Enforcement processes and the need to issue Compliance Orders, Penalty Notices and Summons when required, which may require attendance in Court.

**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.

**APPLY ONLINE, including all documentation listed below:**

1. Current resume (**Required**).
2. Cover letter
3. 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 in PeopleSoft through the Careers tile on the Employee Self Service homepage.

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

**Employee Group: W.A.P.S.O.**

**Position Reports To: Manager of Engineering**

1. Applicants may be required to undergo testing to determine their knowledge, abilities and skills as they relate to the qualifications of the position.
2. The successful applicant will be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City Transportation Policy.
3. The successful applicant will be required to provide a Notice of Driver's Licence In Force document upon request.
4. 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.**