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Local Government District of Pinawa
Public Works Department

CIVIL ENGINEERING TECHNOLOGIST EMPLOYMENT OPPORTUNITY

Recruitment Details

Civil Engineering Technologist

Department: Public Works Department

Designated Work Location: Various - On site

Position Type: Permanent

Salary Range: \$2156.80 - \$3402.40 bi-weekly

Posting No: 20240624-2

Closing Date: TBD

Providing a wide range of services to all residents, The Local Government District of Pinawa is a unique community in a natural setting with amenities for all ages. 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.

We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

The LGD 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; 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

We are seeking a dedicated and reliable Civil Engineering Technologist to join our team and contribute to the maintenance and improvement of our community's infrastructure. As a Civil Engineering Technologist, you will lead and guide projects and initiatives including surveying and data collection for the asset management program. You will offer technical support to the LGD in project planning, construction and quality control. The CET will complete tasks as directed, provide requested written, verbal and/or digital documents while following all workplace health and safety policies and procedures. Your contributions will directly impact the safety, functionality, and aesthetics of our town.

As the *Civil Engineering Technologist*, you will:

- Conduct surveys and collect data for the asset management program including drainage and roadworks.
- Provide technical support in project planning and execution.
- Oversee and ensure quality control during construction projects.
- Prepare detailed technical reports, plans, and specifications.

We support age friendly



- Assist in the design and implementation of municipal infrastructure projects.
- Creation and execution of Requests for Proposals (RFPs) for a variety of projects.
- Conduct site inspections to monitor progress and ensure compliance with specifications.
- Utilize CAD software to create and modify engineering drawings.
- Coordinate with contractors, engineers, and other stakeholders.
- Ensure projects adhere to all relevant safety and environmental regulations.
- Analyze survey data and prepare related documentation.
- Support maintenance and supervision of GIS mapping software.
- Maintain accurate records of project timelines, budgets, and resources.
- Develop and update municipal asset management databases.
- Provide technical advice and recommendations to the Manager of Public Works.
- Assist in the preparation of project cost estimates and budgets.
- Respond to public inquiries and provide information on municipal projects and services.

Your Education and Qualifications Include:

- Diploma in Civil Engineering or Civil Technology Program with preference given to Municipal Engineering Technology disciplines. CTTAM accreditation not required however is considered an asset.
- Strong organizational skills with the ability to effectively manage tasks and meet deadlines.
- Physical capability to stand and walk for extended periods, even over uneven terrain.
- Self-motivated and adept at working independently with minimal supervision.
- Demonstrated ability to establish and maintain positive relationships with colleagues at all organizational levels, external contacts, and the public, aligning with the Respectful Workplace Standard.
- Effective verbal communication skills for interactions with fellow employees and the public.
- Strong written communication skills, producing clear and concise documents.
- Excellent computer skills and experience with Microsoft Office applications, AutoCAD and other software.
- Knowledge of occupational hazards and safety precautions relevant to the position's responsibilities.

Conditions of Employment:

- 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.
- Possess and maintain a valid Manitoba Class 5 driver's license.
- Must possess a St. John's Ambulance Emergency First Aid Certificate or equivalent or willingness and ability to obtain it within three (3) months.
- Must be able to work occasional weekends as assigned/required based on project related tasks.
- Ability to work in all weather conditions.
- Physically capable of performing all duties as assigned (which may include lifting up to 50 lbs.).
- Must have personal protective equipment; this includes steel toe boots, clothing to protect against the elements and high visibility clothing.

How to Apply

Please submit resume in person to the LGD of Pinawa Municipal Office, 36 Burrows Road; via email to admin@pinawa.com or via regular mail to Box 100, Pinawa MB, R0E 1L0.

Contact the Public Works Manager at 204-753-5106 for more information.

Notes

Hours of Work: 7:45 a.m. to 4:15 p.m. Monday to Friday or as assigned/required.

Position Reports To: Public Works Manager

Only candidates selected for interviews will be contacted.

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