

Technical Assistant (Technical Services)

Department: Water and Waste

Division: Engineering Services

Designated Work Location: 1199 Pacific Avenue, Hybrid

Position Type: Two Permanent Positions

Salary: \$1,662.62 - \$2,079.05 bi-weekly as per the Technical Assistant classification within the C.U.P.E Collective Agreement

Posting No: 124763

Closing Date: July 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.

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

As a Technical Assistant you will assist in the administration of the Sewer, Water and Lot Grading By-laws and the provisions of underground locates.

As the *Technical Assistant* you will:

1. Assist in the administration of the Sewer, Water and Lot Grading By-laws.
2. Review building permit applications for lot grading and sewer and water connections for residential development.

3. Assist in survey works for: construction, drainage, quantitative, landfill, location of structures, lot grading and miscellaneous surveys using conventional and electronic survey equipment.
4. Assist with field inspections as required on such matters as lot grading, drainage and by-law enforcement.
5. Provide information relating to sewer and water services and infrastructure, in person, by telephone and e-mail, to property owners, contractors and consultants.
6. Update and maintain records.
7. Assist in the provision of underground locates by scheduling underground locates for utility contractors and customers.
8. Perform other duties consistent with the position in support of the Branch mandate.

Your education and qualifications include:

1. Must be a graduate in Civil Engineering Technology from a recognized Institute of Technology.
2. Must be eligible for membership in C.T.T.A.M. (Certified Technicians & Technologists Association of Manitoba) as a Certified Engineering Technologist (C.E.T.). Discipline in Municipal Engineering Technology preferred.
3. Knowledge of the Sewer, Water and Lot Grading By-laws.
4. Experience in customer service.
5. Demonstrated ability to interpret field/survey notes, lot grade plans, site plans, legal descriptions, record drawings, specifications and by-laws.
6. 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.
7. Demonstrated ability to understand and execute verbal and written communication.
8. Ability to use or learn the computer programs and systems employed by the Branch for lot grade permits and deposits, water and sewer permits and inputting and maintaining lot grade data.
9. Must have, or be able to acquire in a reasonable period of time, a thorough knowledge of the occupational hazards and the safety precautions and regulations that are applicable to the position's area of work.

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. Must possess and maintain a valid Class 5 Manitoba Driver's Licence.

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Transcript of courses.
3. Diploma
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 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

Employee Group: C.U.P.E.

Position Reports To: Technical Services Supervisor

1. Applicants may be required to undergo testing to determine their knowledge, abilities and skills as they relate to the qualifications of this position.
2. The successful applicants may be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City Transportation Policy.
3. Applicants will be required to provide a Notice of Driver's Licence In Force document upon request.
4. The successful applicant must have a willingness to work overtime and weekends as required.
5. The successful applicants will be required to complete job specific training required for this position as directed.

Only candidates selected for interviews will be contacted.