Technical Officer

Job Type : **Permanent, Full Time**

Region : **Winnipeg**
Location : **Notre Dame Campus**

Expected Start Date : **Sep 14, 2026**
Posting End Date : **Aug 26, 2026**

Expected Hires : **1**

Requisition No : **00805**

Apply

RRC POLYTECH

About US
RRC Polytech is Manitoba's largest institute of applied learning and research, with more than 150 full- and part-time degrees, diploma and certificate options. Through hands-on and online learning opportunities and state-of-the-art instruction, we prepare our students to become leaders in their fields – while also ensuring they can meet changing industry demands and contribute to the province's economic growth.

Accessibility and Accommodations
RRC Polytech is committed to accessible employment and to ensuring that our hiring processes are barrier free. If you require information in an alternate format, or if you require an accommodation to participate in the hiring process, please contact peopleservices@rrc.ca.

Technical Officer

Projects and Technical Services, Infrastructure Planning & Sustainability

POSITION TYPE: Full-Time Position Available

POSITION LOCATION: Notre Dame Campus (Winnipeg, MB), Hybrid**

** RRC Polytech reserves the right to modify work arrangements in alignment with operational and organizational needs.

EMPLOYEE GROUP: Union (MGEU)

For the purposes of this job posting, internal applicants and applicants from MITT will be given preference over external applicants.

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a preference hiring practice will be applied. Consideration will be given to applicants who self-identify within their application as one or more of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with Disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ Community. For more information about our hiring practices, please visit: www.rrc.ca/hr/work/hiring-process/.

Employment support is available to candidates who self-identify as Indigenous (First Nations, Métis, or Inuit) seeking employment at Red River College Polytechnic. For guidance on the application process, interview preparation, or to discuss accommodation needs, applicants are invited to contact our Indigenous Recruitment Consultant at Indigenoustalent@rrc.ca.

TALENT POOL: This competition may be used to establish a 12-month talent pool of qualified candidates for future vacancies. Even if you do not meet all of the listed qualifications, we encourage you to apply.

ABOUT THE TEAM
As part of the Finance and Administration division, the Projects and Technical Services team within Infrastructure Planning & Sustainability department plays a vital role in supporting RRC Polytech's mission through the planning, coordination, and implementation of facility renewal projects and technical initiatives across the College's campuses. The team provides project management, technical expertise, and strategic support related to campus infrastructure, building systems, and facility improvements to ensure spaces remain safe, functional, efficient, and sustainable. Working collaboratively with internal departments, external consultants, contractors, and stakeholders across RRC Polytech, the team supports the enhancement of academic, research, and support environments while promoting operational excellence and long-term stewardship of institutional assets.

WHAT YOU WILL DO
The Technical Officer is responsible to simultaneously plan, develop, and deliver projects ranging from small to multimillion-dollar projects. The Technical Officer manages all phases of projects including planning, design, tender, construction, occupancy, and project closeout.

In addition to project management, the Technical Officer provides internal consulting services, technical support, manages daily operations, schedules maintenance, and manages contractors to ensure that they follow Federal, Provincial and Municipal regulations, as well as Red River College Polytechnic's policies, procedures, and guidelines.

WHAT YOU WILL BRING

- Licensed Architect, Certified Engineering Technologist (C.E.T.), Certified Technician (C.Tech), Applied Science Technologist (A.Sc.T.), or diploma/degree in Architecture, Engineering Technology, Applied Science or a related building discipline. An equivalent combination of education and experience may be considered
- Demonstrated experience planning, coordinating and delivering building renovation, facility renewal, infrastructure and equipment replacement projects, including developing RFP/RFQs, scopes of work, coordinating consultants and contractors, and managing projects through design and implementation
- Comprehensive knowledge of one or more building disciplines (architectural, structural, civil, mechanical and/or electrical) and a working knowledge of how building systems integrate within facility projects
- Working knowledge of applicable building codes, standards, regulations and industry practices related to the planning, design, renovation and maintenance of facilities
- Demonstrated ability to coordinate multidisciplinary consultants, contractors, clients and stakeholders throughout all phases of a project
- Self-motivated and able to prioritize workload to meet deadlines
- Superior verbal and written communication skills (including writing technical reports and legal documents) and strong customer service skills
- Proficient in the use of Microsoft Office applications
- Confined Space training, ladder training, asbestos & mold awareness training and WHMIS training
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

NICE TO HAVE

- Familiarity with AI tools and willingness to adopt new technologies
- Select a minimum of 1 AI statement as applicable to the position
- Additional professional designation or certification relevant to project delivery, facilities management, engineering or architecture (e.g., PMP, LEED AP, FMP, CFM, BCxP)
- Demonstrated experience working in Facility Management in an institutional environment
- Demonstrated experience working with Efficiency Manitoba rebates and incentives
- Experience using Project Management software
- Working knowledge of AutoCAD, Revit or other facilities-related software

WHY WORK WITH US

At RRC Polytech, we believe our people are our greatest assets. We offer supportive, inclusive workplace where you can grow, contribute and thrive.

- Salary Range for this position: $72,553 - $102,281 per annum
- Generous Paid Vacation: full-time employees accumulate a minimum of 15-days vacation per year, increasing to 30 days with service, while full-time Instructors accumulate 44 days per year. Information on casual and part-time vacation accrual is outlined in the Collective Agreement or the Terms and Conditions for Excluded Employees as applicable
- December Break: employees receive time off with pay during the period between Boxing Day and New Year's Day
- Defined Benefits Pension Plan: Employer and Employee contributions to future retirement benefits
- Comprehensive Benefits: Including Health and Group Life insurance, Long Term Disability, employee & family assistance program, mental health support up to $1,000, and a robust Health Care Spending Account
- Inclusive Leave Programs: Wellness, maternity, adoptive, and parental leave, as well as ceremonial, cultural, religious and spiritual leave
- Growth and Recognition: Professional development, professional licensing and fees coverage, and severance pay on retirement
- Union Representation: For complete details on benefits and employment terms, see the MGEU collective agreement

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to travel
- This position is subject to audiometric assessments
- May be required to work at various RRC Polytech campuses
- Incumbent must hold a valid class 5 driver`s license
- Incumbent must provide a current and satisfactory Criminal Records Check

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Please note that applicants internal to Red River College Polytechnic must apply through My Portal on HRIS Unlimited.

LAND ACKNOWLEDGEMENTS

RRC Polytech campuses are located on the lands of the Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate, and Denésuline, and the National Homeland of the Red River Métis.
We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

In Front of What's Ahead rrc.ca

Apply