

## Recruitment Details

***The City of Winnipeg is a vibrant and dynamic organization with many opportunities!***  
***We offer a diverse and welcoming work environment that delivers quality services to our citizens.***

### **Project Coordinator** Water and Waste (Engineering Services) Posting No: 115854

**Closing Date: January 22, 2018**

#### **Job Profile**

Under the direction of the Branch Head – Water Planning & Project Delivery, the Project Coordinator carries out project management and administration for projects in water distribution system and drinking water system treatment. The Project Coordinator is responsible for the execution, completion and implementation of capital projects, including planning, design, consultant selection, contract administration, start-up and turnover. The Project Coordinator conducts detailed review and approval of deliverables from consultants and in-house resources to ensure optimization of programs. The successful candidate is responsible for chairing project teams and advisory groups.

#### **As the Project Engineer you will:**

- Initiate and maintain control of the project in conformance with aims, goals, policies, and objectives of the organization.
- Make the effective use of people and resources required for and involved in the project.
- Ensure that the project will satisfy the technical, financial and organizational needs for which it was undertaken.
- Administer all aspects of the capital budget for a project and ensures that the project is completed within the approved budget.
- Administer project schedules.
- Ensure proper collection and dissemination of project information.
- Identify, analyze and respond to project risks.
- Acquire goods and services from outside organizations as necessary to complete the project.
- Obtain required approvals/permits/licenses from other City and Provincial Departments, as required.
- Provide technical design services for the upgrading of existing and/or the construction of new facilities and equipment, and other services, as required.
- Chair technical advisory committee meetings.
- Administer one or more consultants at any given time on numerous projects.
- Ensure compliance with Worker's Compensation Legislation, Human Rights Legislation, safety regulations and safe work practices.
- Perform other related duties consistent with the classification, as required.

## **Your education and qualifications include:**

- Certified Engineering Technologist (C.E.T.) and C.T.T.A.M. certification and memberships is required.
- Bachelor's Degree in Engineering and Professional Engineer designation and membership in E.G.M. would be considered.
- Significant years of experience in a field related to the duties of the position.
- Electrical /Instrumentation knowledge is desirable.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated leadership capabilities and the ability to direct staff and effectively plan and schedule work.
- 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.
- Must possess computer skills for word processing and spreadsheets.
- Must have an understanding of accounting principles and project cost control.
- Must be able to work effectively with clerical, administrative, technical and managerial staff.
- Must be able to work independently and in a team environment.
- Must possess a sound knowledge of the implementation of engineering related skills.
- Must have sound knowledge of project management principles.
- Must be familiar with materials and methods as applied to construction of municipal services and structures.
- Must have, or be able to acquire, knowledge of City/Departmental policies, procedures, Standard Construction Specifications, General Conditions, Purchasing Policy and applicable Provincial Legislation.
- Must have 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:**

- Must possess and maintain a valid Manitoba Class 5 Driver's License.
- A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.

## **CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:**

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

## **How To Apply**

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

1. Current resume AND cover letter. **(Required)**

**\*Applications submitted without REQUIRED documentation will not be considered.\***

If you do NOT have access to a computer/email, please apply, including all documentation listed above, to: Staffing Branch, HR Services, Main Floor – 510 Main Street, Winnipeg, MB by **4:30 P.M., January 22, 2018.**

**Notes**

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. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is **\$2,838.43 - \$3,812.59** bi-weekly.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

***WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.***

**Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**