

## 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 – Wastewater Planning and Project Delivery**

Water and Waste Department

Posting No: 117267

**Closing Date: November 19, 2018**

### **Job Profile**

Under the direction of the Branch Head – Wastewater Planning & Project Delivery the Project Coordinator provides leadership and guidance in the execution of projects and initiatives through an integrated multi-disciplinary team approach that strives for innovation, excellence and efficiency. Project may include, but are not limited to capital projects, including planning, design, consultant selection, contract administration, start-up and turnover. This position will manage projects throughout the project's life-cycle and ensure effective teamwork and communication, high standards of work quality and organizational performance, and continuous learning.

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

1. Provide project management expertise and guidance to the Department to successfully complete and/or implement projects and departmental initiatives, while achieving the benefits of the investment.
2. Develop and manages the procurement process which includes solicitation and contract administration tasks.
3. Develop Business Cases per the investment planning manual.
4. Coordinate the Design Management process.
5. Coordinate the Project Turnover process.
6. Ensure compliance with Worker's Compensation Legislation, Human Rights Legislation, safety regulations and safe work practices.
7. Perform other related duties consistent with the classification, as assigned.

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

1. Bachelor Degree in a related field such as Commerce, Engineering, Architect, or Finance or an acceptable equivalent combination of education, training, and experience.
2. Post-secondary education in Project Management would be desirable.
3. Attainment of a Project Management Professional (PMP) designation/Prince II certification and certification in Asset Management, and ADKAR at the time of hire is desirable. Applicants who have not yet attained these certifications are required to obtain within a 6-year timeframe.
4. Successful completion of the associated professional designations in addition to the education listed above is considered an asset including obtaining a P.Eng., C.E.T/A.Sc.T., MRAIC, CMA, CGA, CA, or CPA.
5. Certificate in Quality Management is considered an asset.
6. Minimum 3-5 years of experience related to the duties listed above in Project Delivery, preferably in a Public Sector environment.

7. Knowledge in the industry sector that is applicable to the department that the position will reside in.
8. Previous success in leading projects including change initiatives, navigating complex environments and influencing desirable outcomes through positive and collaborative relationship management.
9. Experience with supervision and management of design consultants and contractors.
10. Excellent organizational and time management skills in order to be flexible and responsive to changing priorities and circumstances as well as ability to work on diverse projects simultaneously in stressful and fast paced environment.
11. Previous experience managing and leading projects including organizing, coordinating, planning, and maintaining schedules and controlling a large number of projects.
12. Excellent analytical, problem-solving and decision-making skills.
13. Excellent verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders and the general public.
14. 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.
15. Demonstrated ability and experience with Microsoft Office Suite including experience with Project Management Systems such as Microsoft Project or similar software.
16. Demonstrated commitment towards continuous learning, growth and the achievement of high performance.
17. Excellent interpersonal skills including the ability to maintain relations with consultants, government agencies, developers, suppliers and contractors relative to facility and equipment design and improvements, and formulates sound recommendations.
18. Proven ability to set priorities, solve problems and meet deadlines under pressure.
19. Experience in a municipal environment would be considered an asset.
20. Experience directly related to project management of large scale municipal and/or facility, or infrastructure projects.
21. Working knowledge of Water or Wastewater processes and systems, design and operations, site development, construction, logistics, and current construction practices.
22. Knowledge of standards, codes, legislation, and environmental requirements applicable to municipal and public facilities.
23. Working knowledge of Materials Management policies and procedures within 6 months of the appointment.
24. Working knowledge of inter-governmental agreements within 6 months of the appointment.
25. Working knowledge of Our Winnipeg, City and Departmental systems, inter-departmental communications, policies, procedures, and regulations within 6 months of the appointment.

**Conditions of employment:**

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

**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 Application Form (**Required**).
2. Cover letter.

## **\*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., November 19, 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 to \$3,812.58 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.**