



EMPLOYMENT OPPORTUNITY

MUNICIPAL ENGINEER-IN-TRAINING

Job Type: Full-time Permanent

Hours of Work - 8:00 am – 4:30 pm (40 hours/week)

Work Location – Infrastructure Services, 2801 Gateway Road

Opening Date: March 12, 2021

Closing Date: Screening for this position may begin as early as **March 29, 2021**. However the posting will remain active until a suitable candidate is hired.

Compensation: \$55,000 - \$62,228 annually, plus benefits (after 6 months full-time employment)

Under the direction of the Director of Infrastructure Services, the Municipal Engineer in Training (MEIT) will be responsible for coordinating; development plans, capital projects, construction management and project management. The MEIT will also represent the RM in areas requiring engineering expertise, design of municipal infrastructure, and will conduct related research.

Duties and Responsibilities:

- Coordinate new (private) development plan, and changes to existing developments by ensuring;
 - Compliance with codes, regulation and standards
 - Completion of applications for permits and compliance with approved plans.
 - Compliance by developers regarding proper construction practices, adherence to deadlines, provision of quality management plans and closing out municipal infrastructure works.

- Coordinate Capitals Projects by;
 - Providing design support to the Director of Infrastructure for design/construction of streets, bridges, water and sewer pipelines, water and sewage treatment plants, sports/other facilities, and parks.
 - Liaising with contractors to ensure maintenance of new infrastructure is completed by developers prior to RM ownership.
 - Evaluating issues and options regarding municipal projects; providing recommendations to the Director of Infrastructure.
 - Acting as Contract Administration for major capital projects; ensuring compliance to drawings and specifications.

- Coordinate construction and providing project management by:
 - Preparing construction reports for all RM projects and reviewing all inspection reports.
 - Providing technical design services for the upgrading of existing and/or the construction of new structures, services or other projects as required.
 - Reporting regularly on project status to the Director of Infrastructure and others as required on project status.

- Preparing meeting agendas, meeting minutes and tracking municipal projects budgets and schedules.
- Represent the RM in areas specific to engineering expertise by;
 - Evaluating issues and options regarding municipal public works and make recommendations to the Director of Infrastructure.
 - Monitoring inter-governmental actions affecting municipal works.
 - Working and collaborating with other RM areas including Operations, Planning and Utilities.
- Assist in the functional and detailed design of municipal infrastructure related to water supply, sewers, roads, land development, site servicing, storm water management and waste management.
- Contribute to research, preparation of project proposals and presentations.
- Ensure compliance with Workers Compensation Legislation, Human Rights Legislation, safety regulations, safe work practices and RM policies and procedures.
- Perform other duties as assigned by the Director of Infrastructure.

Knowledge, Skills, and Abilities:

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Familiarity with materials and methods as applied to construction of municipal structures and projects as well as a general understanding of physical sciences; mathematics; hydraulics; municipal engineering and surveying.
- A working knowledge of the Microsoft suite of products (Word, Project, Outlook and Excel).
- A working knowledge of infrastructure modelling and the ability to utilize computer-aided-design drafting software; standard drafting tools; surveying equipment including level, transit, total station, GPS, etc.; motor vehicle; phone; mobile radio. (AutoCAD, GIS or similar).
- Ability to communicate effectively, orally and in writing, including the ability to conduct necessary engineering research and compile comprehensive reports.
- Demonstrated ability to establish and maintain positive working relationships with employees, external contacts, stakeholders, and the public in accordance with the RM's Respectful Workplace, Harassment Free Work Environment Policy.
- Thorough knowledge of applicable RM policies, laws, and regulations affecting RM activities within 1-year of hire.

Credentials and Experience:

- Graduate of a four-year college or university with a degree in Civil Engineering.
- Registered as a Member-in-Training in Manitoba (a member in good standing with Engineers Geoscientists of Manitoba).
- Must obtain engineer certification within 5 years of employment hire date; having fulfilled all requirements identified by EGM (Engineers Geoscientists of Manitoba).
- Municipal/Civil engineering work experience considered an asset.
- Must possess a valid Class 5 Manitoba driver's license.
- Must provide a satisfactory Criminal Record Check.

Working Conditions and Physical Demands:

- Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- The ability to stand, sit, climb, balance, stoop, kneel, crouch, crawl, walk, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; talk and hear.
- The ability to move about on construction work sites and under adverse field (outdoor) conditions.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities including; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Submit resume and cover letter in confidence;

- By email to: human.resources@eaststpaul.com
- Or by mail or in person in a sealed envelope marked **APPLICATION – MUNICIPAL ENGINEER-IN-TRAINING, Attention Rhonda Tone**, R.M. of East St. Paul, Unit #1 – 3021 Bird’s Hill Road, East St. Paul, Mb. R2E-1A7

For more information, please contact;

Rhonda Tone, CPHR

HR Specialist, human.resources@eaststpaul.com

(204) 594-4403

Rural Municipality of East St. Paul

The R.M of East St. Paul wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.