

# Project Engineer

**Department:** Water and Waste

**Division:** Winnipeg Sewage Treatment Program, Engineering Services

**Designated Work Location:** 1199 Pacific Avenue and or Water Pollution Control Centres, Hybrid

**Position Type:** Permanent

**Salary:** \$ 3,013.10 - \$ 4,047.21 bi-weekly, W.A.P.S.O. Grade 4

**Posting No:** 124119

**Closing Date:** January 29, 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

Under the direction of the Project Director – Winnipeg Sewage Treatment Program, or delegate, the Project Engineer carries out project management and administration for capital projects in Wastewater Treatment. The Project Engineer is responsible for the execution, completion and implementation of capital projects, including planning, design, consultant selection, contract administration, start-up and turnover. The Project Engineer 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. The successful

candidate also conducts engineering studies and contract administrative duties.

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

1. Initiate and maintain control of projects in conformance with aims, goals, policies, and objectives of the organization.
2. Make effective use of people and resources required for and involved in projects.
3. Ensure that projects will satisfy the technical, financial and organizational needs for which it was undertaken.
4. Administer all aspects of the capital budget for a project and ensure that projects are completed within the approved budget.
5. Administer project schedules.
6. Ensure proper collection and dissemination of project information.
7. Identify, analyze and respond to project risks.
8. Acquire goods and services from outside organizations as necessary to complete the project.
9. Obtain required approvals/permits/licenses from other City and Provincial Departments, as required.
10. Provide engineering services for the upgrading of existing and/or the construction of new facilities and equipment, and other services, as required.
11. Review, update, and audit Winnipeg Sewage Treatment Program standardized agreement contracts.
12. Review, update, and maintain Winnipeg Sewage Treatment Program design guidelines and standards.
13. Ensure proper collection and dissemination of project information.
14. Chair technical advisory committee meetings.
15. Administer one or more consultants on various projects.
16. Ensure compliance with Workers Compensation legislation, Human Rights Legislation, Safety Regulation and Safe Work Practices.
17. Perform other related duties consistent with the classification, as required.

**Your education and qualifications include:**

1. Bachelor's Degree in Engineering .
2. Minimum five years of related experience.
3. Demonstrated ability to communicate effectively, both verbally and in writing.
4. Must possess strong computer skills in word processing, spreadsheets, MS Office and MS Project.
5. Demonstrated knowledge in project management processes and procedures, including project accounting and cost management, scheduling, resource management, risk management, procurement methods, dispute avoidance, and dispute resolution.
6. Ability to work independently and in a team environment.
7. Must possess a sound knowledge of the implementation of engineering related skills.
8. Must have a sound knowledge of project management principles.
9. Demonstrated leadership capabilities, and the ability to direct staff and effectively plan and schedule work.
10. 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.
11. Must be familiar with materials and methods as applied to construction of municipal services and structures.

**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. Professional Engineer designation and eligible for registration with Engineers Geoscientists Manitoba, (E.G.M.).
3. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.
4. Must possess and maintain a valid Class 5 Manitoba Driver's Licence.

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

1. Current resume AND Application Form (**Required**).
2. Cover letter.
3. 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 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.

**Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday**

**Employee Group: W.A.P.S.O.**

**Position Reports To: Project Director, Winnipeg Sewage Treatment Program**

1. Applicants may be required to undergo testing to determine their knowledge, abilities, and skills as they relate to the qualifications of the position.
2. The various work environments that the position may encounter during the course of a normal working day may subject the employee to noxious odours, gas, dust and occasional exposure to adverse weather.
3. The successful applicant may be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City Transportation Policy.
4. The successful applicant will be required to provide a Notice of Driver's Licence In Force document upon request.
5. The successful applicant will be required to complete job specific training required for this position as directed.

**Only candidates selected for interviews will be contacted.**