

Project Officer

Department: Engineering Services, Water and Waste Department

Designated Work Location: 1199 Pacific Avenue - Hybrid

Position Type: Permanent on Temporary basis (7-year term), Full-time

Salary: \$2,729.34 - \$3,665.45 bi-weekly, W.A.P.S.O. Grade 3 (Schedule A-1); \$2,729.34 - \$3,573.31 bi-weekly, W.A.P.S.O. Grade 3 (Schedule A-2)

Posting No: 125702

Closing Date: March 27, 2025

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 general supervision of the WSTP Project Director, the Project Officer manages small to medium projects throughout the project's life-cycle and balances time, money and scope to ensure the Business Owners requirements are met or exceeded. The Project Officer will work to plan, deliver and transfer the project to the Business Owner of the product being built/delivered effectively and efficiently. In addition, this position will work with a variety of stakeholders from both internal and external organizations.

As the *Project Officer* you will:

1. Manage Projects under the direction of the WSTP Project Director and Senior Project Management Staff to successfully complete and/or

implement projects and departmental initiatives, while achieving the benefits of the investment.

2. Develop and manage the procurement process which includes solicitation and contract administration tasks.
3. Coordinate the Design Management (internal or external consultants) process.
4. Coordinate/oversee the project turnover process.

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 at the time of hire is desirable. Applicants who have not yet attained these certifications are required to obtain within a six (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, CMA, CGA, CA, or CPA.
5. 1-3 years of experience related to the duties listed above in Project Delivery preferably in a Public Sector environment. Candidates with an equivalent combination of education and experience may be considered.
6. Knowledge in the industry sector that is applicable to the department that position will reside in.
7. Experience administrating contracts with a team of design consultants and contractors.
8. 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.
9. Excellent analytical, problem-solving and decision-making skills.
10. Excellent verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders and the general public.
11. Demonstrated ability and experience with Microsoft Office Suite including experience with Project Management Systems such as Microsoft Project or similar software.
12. Demonstrated commitment towards continuous learning, growth and the achievement of high performance.
13. Excellent interpersonal skills including the ability to maintains relations with consultants, government agencies, developers, suppliers and contractors relative to facility and equipment design and improvements, and formulates sound recommendations.
14. Proven ability to set priorities, solve problems and meet deadlines under pressure.
15. Experience in a municipal environment would be considered an asset.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

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. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.
3. Must possess and maintain a valid Class 5 Manitoba Driver's License. The successful applicant will be required to provide a driver's notice in force document upon request.

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

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 am to 4:30 pm, Monday through Friday

Flexible work arrangements may be available under Administrative Standard AS-018 – Flexible Workplace

Employee Group: WAPSO

Contact Person: Linda McCusker

Phone No.: 204-986-6669

Position Reports To: WSTP Project Director

1. If and when this temporary position becomes permanent, the successful applicant to this bulletin will automatically receive this position and a further bulletin will not be necessary.
2. *In accordance with Article 4, an employee who enters the bargaining unit on or after the date of ratification [October 29, 2020] shall be placed on Schedule A-2. Employees of the bargaining unit who are on Schedule A-2 at the time of ratification will continue to be paid in accordance with Schedule A-2. Employees of the bargaining unit who are on Schedule A-1 at the time of ratification will continue to be paid in accordance with Schedule A-1 until they are the successful applicant to a position at a higher Administrative Salary Level (Grade) or they (or the Association on their behalf) initiate a successful reclassification to a higher Administrative Salary Level (Grade) in which case they will be placed on Schedule A-2 and subsequently follow article 25-2 (Position Evaluation - Treatment of Incumbents).*
3. Applicants may be required to undergo testing to determine their knowledge, abilities and skills as they relate to the qualifications of the position.
4. 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.