ENGINEERS GEOSCIENTISTS MANITOBA

POSITION TITLE: Investigator

SUPERVISOR: Director of Professional Standards

DEPARTMENT: Professional Standards

CLASSIFICATION: Part-time, Term Position starting December 14, 2026
(18 months contract)

Engineers Geoscientists Manitoba recognizes the importance of building an exemplary labour force that is inclusive and reflective of the population it serves. A focus on equity, diversity, and inclusion is paramount to achieving our success. The Association fosters a work environment that challenges and empowers employees, promotes learning, teamwork, and innovation; and recognizes achievement. Employees aspire to a high-performance culture that is focused on results and combines collaboration and clear direction with scope for autonomy. Engineers Geoscientists Manitoba welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

HOURS OF WORK: Typical hours are between 8:30 a.m. to 4:30 p.m.; Mon-Fri (21 hrs/week). Occasional overtime and attendance at lunch or evening meetings and events. Flexible work arrangement available.

PAY RATE: The Association provides competitive compensation and benefits

QUALIFICATIONS: Bachelor's degree preferred in Business Administration, Engineering, or Geoscience. Minimum of 2 years' related work experience in investigating and interviewing. Experience within an engineering or geoscience firm preferred. A combination of education, training and experience may be considered. Relevant discipline such as law, criminology, journalism, or business administration is considered an asset.

REPRESENTATIVE SKILLS

- Strong investigative, analytical, and research skills, with the ability to gather, assess, and synthesize complex information from multiple sources.
- Excellent written and verbal communication skills, including interviewing, report writing, presentations, and stakeholder correspondence.
- Effective project and case management abilities, including prioritizing competing demands, meeting deadlines, and managing files from initiation to completion.
- Strong interpersonal skills with the ability to build productive relationships and work collaboratively with committees, legal counsel, registrants, and external stakeholders.
- Sound judgment, diplomacy, and professionalism when handling sensitive and confidential matters.
- Self-motivated and adaptable, with strong organizational skills, attention to detail, and proficiency in Microsoft Office Suite.

DUTIES & RESPONSIBILITIES

Scope

One of Engineers Geoscientists Manitoba's core roles is to review and investigate complaints against professional engineers and geoscientists. It is the duty of the Investigations Committee of the Association to oversee reviews and investigations of complaints to determine the next appropriate step in the disciplinary process. the Investigator supports the Investigation Committee in their role to review and investigate complaints against professional engineers and geoscientists, by researching information, gathering documentation, interviewing people, and summarizing this information into reports.

Responsibilities

Investigation and Case Management

- Conduct and manage investigations relating to complaints against professional engineers and geoscientists, including gathering evidence, reviewing documents, conducting interviews, and maintaining investigation files.
- Analyze information, legislation, regulations, policies, and other evidentiary material to support investigations and recommendations.
- Prepare investigation reports, legal and procedural documents, correspondence, and case summaries for the Investigation Committee and legal counsel.
- Support legal proceedings when required, including coordinating with legal counsel, attending site visits, and participating in court proceedings as necessary.
- Ensure investigations are conducted in accordance with applicable legislation, privacy requirements, policies, and established procedures.

Committee and Stakeholder Support

- Provide support to the Investigation Committee through meeting coordination, documentation, reporting, correspondence, and follow-up activities.
- Communicate effectively with complainants, registrants, legal counsel, committee members, and other stakeholders throughout the investigation process.

Communications and Professional Standards

- Draft and review reports, briefing materials, practice guidance, and other communications related to professional standards and investigations.
- Participate in outreach, education, and presentations related to professional standards and the Association's regulatory responsibilities.

Administrative Support

- Maintain accurate records, precedent files, investigation documentation, and committee materials.
- Coordinate meetings, interviews, schedules, and other administrative activities supporting the investigation process.

OTHER

Physical Requirements

- Standing and walking for limited periods of time.
- Sitting at a desk for extended periods of time.
- Talking on the telephone for limited periods of time.

- Extensive keyboarding and computer use; eye strain for limited periods of time (related to computer use).

Good Character

- Must agree to a criminal record check.

INTERESTED CANDIDATES SHOULD FORWARD A COVER LETTER AND RESUME TO:
Manager of Operations
Engineers Geoscientists Manitoba
870 Pembina Hwy,
Winnipeg, MB, R3M 2M7
info@EngGeoMB.ca

Closing Date: November 12, 2026