

# Public Works Educator

## Operational Services Division

**\*\* Term of up to 6 months \*\***

### Competition # 82

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

**Position Conditions:** This is a full-time, term position of 40 hours per week. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

**Rate of Pay: \$21.79 - \$23.45 per hour (2023 Rates)**

**NOTE:** We are finalizing our new collective agreement, which includes higher wage rates for 2025. Apply today to take advantage of these competitive rates!

**Closing Date:** 11:59pm on April 7, 2025.

This competition will include testing and an interview.

### **PURPOSE OF POSITION**

To participate as part of a working team that educates, investigates and enforces matters pertaining to areas of non-compliance within the Public Works Bylaws. This position shall perform any and all duties and responsibilities as set out for the Public Works Educator.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Assists with no parking bans during snow plowing or street sweeping events and work with BPS when vehicles have been towed for residents that are not in compliance;
- Educates residents on areas of non-compliance in regards to snow being pushed onto public streets and/or ditches where drainage can be an issue;
- Compiles reports outlining activities and investigations for all areas of the Public Works department;
- Monitors assigned areas of the City of Brandon and educates and enforces Public Works By-laws on residents in areas of non-compliance;
- Provides education to residents on acceptable materials allowed in collection bins;
- Identifies violations of contamination and retrieval of collection bins, and issues tickets of non-compliance accordingly;
- Works with administration to update and maintain serial number data of collection bins;
- Liaises with BPS By-law Enforcement Officers and other persons and groups as required;
- Participates in community activities or make verbal presentations to groups when required or when in the best interests of the Department.

**NOTE:** This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

## **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma;
- Must possess a valid and subsisting Class 5 Province of Manitoba Driver's License;
- Strong planning and organizational skills, with a focus on quality and attention to detail;
- Excellent verbal and written communication skills;
- Ability to work independently;
- Sufficient customer service experience to have demonstrated a competence in dealing with members of the public in an adverse setting.

## **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Demonstrated experience with Cityworks and Microsoft-related programs;
- Training in conflict resolution and customer service.

## **WORK CONDITIONS**

The Public Works Educator works independently and in a team environment.

- Self motivated and quality driven to perform independent projects (daily);
- Wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily);
- Work in a shared and consultative manner with other employees (daily);
- Must be available to work varying shifts in response to work demands including evenings and weekends (frequently or seasonally);
- Responsible to the Director of Public Works, or designate.

Please contact [HR@brandon.ca](mailto:HR@brandon.ca) for a complete job description

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!*