



CAREER OPPORTUNITY DRAFTSPERSON/ENGINEERING AIDE

FULL-TIME – PERMANENT POSITION

The Town of The Pas is seeking a highly skilled and detail-oriented Draftsperson/Engineering Aide to support the Engineering, Public Works, and Maintenance Departments. This role is ideal for an organized and motivated individual who thrives in both independent and team-based work environments.

SKILLS AND QUALIFICATIONS:

- A minimum Certificate from a recognized Technician course and two (2) years of related experience, or an equivalent combination of education and work experience.
- Excellent time management and organizational skills; ability to handle multiple tasks, prioritize effectively and strong ability to work independently with minimal supervision.
- Problem Solving: Quick thinker with strong problem-solving abilities.
- Technical Proficiency in AutoCAD, GIS applications, Excel, and Access.
- Attention to Detail: High level of accuracy in some administrative tasks, record-keeping, and documentation.
- Valid Manitoba Class 5 Driver's License.
- Satisfactory Criminal Record Check required.

DUTIES AND RESPONSIBILITIES:

- Perform CAD and/or manual drafting and assist with minor design work.
- Read and interpret technical drawings accurately.
- Maintain and update service cards, record drawings, maps, legal signs, and cemetery records.
- Collaborate with various departments on data storage, project layouts, and CAD drawings.
- Conduct quantity estimates and fieldwork inspections as required.
- Assist in updating and maintaining Health & Safety documentation.
- Manage Bleeder system records and other related data tracking.
- Operate sewer televising, leak detection, and survey equipment, ensuring accurate data cataloging.
- Assist in drafting and maintaining municipal by-laws.
- Obtain locates and create dig packages for Public Works projects.
- Performs other related duties and attend training as assigned.

WAGE: As per collective agreement, **\$27.68/hour.**

HOURS OF WORK: Monday through Friday – 8:00 AM – 5:00 PM

Applications will be accepted until **April 11, 2025, and should be directed to:**

Human Resource Officer

hr@townofthepas.ca

P.O. Box 870, The Pas, MB. R9A 1K8

Fax: (204) 623-5506

www.townofthepas.com

The qualifications & duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Job Description, a copy of which is available on request and will be provided to all interviewees.

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

We thank all candidates for their interest, however only those selected for an interview will be contacted.