



**VISION :**

Une ville inspirante

**MISSION :**

Collaborer pour améliorer la qualité de vie de tous les citoyens.

**VALEURS**

**FONDAMENTALES :**

Durabilité, Inclusivité  
Innovation,  
Responsabilisation,  
Excellence, Bilinguisme

## TECHNICAL ASSISTANT – CAPITAL CONSTRUCTION

Engineering – Job # P1320

**CLOSING DATE: MARCH 31, 2025 – AT NOON**

### JOB SUMMARY:

This position reports to the Field Chief and/or designate and provides technical support for the Capital Construction Division. Work will be reviewed by the Field Chief and/or their designate for completeness, accuracy and results obtained.

The incumbent performs a variety of administrative and technical functions requiring a thorough knowledge of the terminology, procedures and practices encountered in an engineering and highly technical environment with a significant degree of independence and accountability for results.

Persons in this position must also have the ability to take on new tasks as technology progresses and are expected to keep up to date with the technology, particularly in the specialties of inspection, construction safety, surveying and are expected to work autonomously.

### APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

### WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.



### **EDUCATION:**

- High school graduate or equivalency.
- Successful completion of a technical course in a field directly related to municipal engineering that is accredited by the New Brunswick Society of Certified Engineering Technicians and Technologists at the Technologist level. Must be eligible to become a member and maintain membership in the Association as a Professional Technologist (P.Tech or CET)

### **EXPERIENCE:**

- Minimum of three (3) years' work experience in the area of municipal engineering. Demonstrated experience as it relates to inspection and construction coordination of municipal infrastructure.

### **LANGUAGE:**

- English is essential. The ability to function fluently in both official languages (English and French) is an asset but not a requirement.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have extensive computer knowledge and skills in the use of engineering and/or survey software with particular emphasis on Geographical Information Systems software and applications, computer aided design (CAD) software, Trimble Business Center survey software, as well as Microsoft 365, Adobe Acrobat, etc.
- Must have excellent oral and written communications skills.
- Must possess knowledge and experience with GPS equipment.
- Must have excellent time management skills; judgment: attention to detail; the capacity to prioritize by assessing the situations to determine urgency; ability to develop a work schedule, set goals, create/implement action plans and monitor progress towards goals; and ability to make clear, timely decisions.
- Must be willing to upgrade skills as required by changes in the workplace.
- Must have a high degree of accuracy and perform quality work especially when faced with a busy environment.



**SUPERVISION:**

- Must be able to work with minimal supervision and make decisions that reflect the established objectives of the department. Also requires initiative or ingenuity to resolve frequent minor problems in situations not always covered by established practices, procedures or policies.
- No requirement to supervise other employees; however, may be required to provide limited advice and guidance to new employees on occasion.

**CONDITIONS OF WORK:**

- Work requires a moderately high level of attention with relatively long periods of concentration, some physical effort and is normally performed under office. Work is occasionally performed outside on engineering assignments with exposure to inclement weather, vehicular traffic and occupational hazards, particularly on construction sites.
- Hours of work as per CHEA/ PSAC Local 60200 Collective Agreement.

**CONTACTS:**

- Has frequent contact with internal and external clients. Requires courtesy, diplomacy and tact for exchanging information through calls from the general public and other departments.
- Must exercise good judgment in interactions with the public and maintain a professional demeanor and appearance at all times.

